

PERFORMANCE WORK STATEMENT (PWS)
MILITARY FAMILY HOUSING (MFH) MAINTENANCE

DATE: September 9, 1999

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SECTION C-1

1. GENERAL INFORMATION

1.1. **SCOPE OF WORK.** The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform Housing Maintenance as defined in this contract, except as specified in Section C-3 as Government-furnished property and services, at Edwards Air Force Base, California. The contractor shall perform to the standards in this contract.

1.2. CONTRACTOR PERSONNEL

1.2.1. **Project Manager.** The contractor shall provide a project manager who shall be responsible for the performance of the work. The name of this person, and an alternate or alternates who shall act for the contractor when the manager is absent, shall be designated in writing to the Contracting Officer (CO), within 14 days after contract award. The contractor shall provide telephone numbers of the project manager and the alternates, where these persons may be contacted outside of normal duty hours.

1.2.1.1. The project manager or alternate shall have full authority to act for the contractor for all contract matters relating to the daily operation of this contract on the installation.

1.2.1.2. The project manager or alternate shall be available during normal duty hours within 60 minutes as requested to meet on the installation with Government personnel as designated by the CO to discuss problem areas. The project manager or alternate shall be on-site during normal duty hours and have contingencies requiring work beyond normal duty hours. After normal duty hours, the manager or alternate shall be available within 2 hours.

1.2.1.3. The project manager and alternate or alternates must be able to read, write, speak, and understand English.

1.2.1.4. The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest, nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with (IAW) DoD 5500.7-R, Joint Ethics Regulations. In addition, the contractor shall not employ any person who is an employee of the Department of the Air Force, if such employment would be contrary to the policies in AFI 64-106.

1.2.15. The contractor is prohibited from employing any off-duty Quality Assurance Evaluators (QAEs) who are surveilling any contracts/subcontracts awarded to the contractor.

1.2.2. Employee Training.

1.2.2.1. **Environmental.** The Government will provide Protection of Desert Tortoise and Migratory Bird Training to all maintenance personnel during the transition period. The project manager shall be responsible for coordinating the scheduling of mandatory initial training and recurring training with the QAE.

1.2.2.2. **Forms and Publications.** The Government will provide access to forms and publications (C-6) expressly required to perform the work in this contract. The Government will provide initial custodian and alternate training for forms and publication management.

1.2.3. **Senior Management Meetings.** Meetings may periodically be held between senior base personnel and contractor management to discuss contract status. The CO will notify the contractor in writing at least five days in advance of the place and time of required meetings outlined in the contract.

1.3. **QUALITY:**

1.3.1. **Quality Control.** In compliance with the contract clauses entitled "Inspection of Services--Fixed-Price", the contractor shall establish, submit for acceptance, and maintain, a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. The contractor shall submit the plan within 15 days after award. The CO will approve the plan within 20 days after submission.

1.3.2. **Quality Standards.** Contractor shall provide services IAW current industry standards, and as identified in TE-4. All contractor-furnished materials used in maintenance, repair, or replacement shall be of a quality equal to or better than the items to be replaced. Items shall match existing material. If unable to match, proposed substitute shall be submitted to CO for approval. Such items shall be standard parts or materials.

1.3.3. **Quality Assurance.** The Government will evaluate the contractor's performance under this contract. For those tasks listed on the Service Delivery Summary (SDS), (TE 1), the QAE or evaluators will follow the methods of surveillance specified in this contract. All surveillance observations will be recorded by the Government. When an observation indicates defective performance, the QAE will require the project manager or representative at the site to initial the observation, only indicating acknowledgment of the deficiency. Government surveillance of tasks not listed on the SDS or by methods other than those listed in the SDS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract.

1.3.4. **Performance Evaluation Meetings.** The project manager may be required to meet at least weekly with the QAE and the CO during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the CO. The contractor shall state areas of non-concurrence, to any meeting minutes, in writing to the CO within ten calendar days of receipt of the signed minutes.

1.3.5. **Quality Assurance Evaluator.** The QAE(s) or alternate(s) will inform the contractor when discrepancies occur and will request corrective action. The QAE(s) or alternate(s) will make a notation of the discrepancy on their tally/surveillance checklist with the date and time the discrepancy was noted and will request the project manager (or authorized representative) to initial the entry on the tally checklist.

1.4. **PHYSICAL SECURITY**

1.4.1. **Resource Protection** The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, property, and materials shall be secured. The contractor shall conform to the provisions of AFI 31-209, The Resources Protection Program, for safeguarding the Government furnished facilities and material contained therein.

1.4.2. **Key Control.** The contractor shall establish and implement methods of ensuring that all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons.

1.4.2.1. No keys issued to the contractor by the Government shall be duplicated unless specifically authorized by the Government. The contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.4.2.2. **Lost Keys.** The contractor shall immediately report the occurrences of lost or duplicate keys to the CO.

1.4.2.3. In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon written direction of the CO, re-key or replace the affected lock or locks, however, the Government at its option may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost for re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks

and keys for that system shall be replaced by the Government or contractor upon written direction of the Contracting Officer and the total cost deducted from the monthly payment due the contractor.

1.4.2.4. The contractor shall prohibit the use of Government issued keys by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO except as noted in Section C-5.5.3, Lockouts.

1.5. HOURS OF OPERATION

1.5.1. **Normal Hours of Operation.** The contractor shall perform the services required under this contract during the following hours. Service Call Desk - 24 hours a day, 7 days a week, including holidays; Scheduled Recurring Maintenance - 7:30 a.m. to 4:30 p.m., Monday through Friday, except holidays, Change of Occupancy Maintenance (COM) - COM may be accomplished at any time in a single unit facility, and at any time except between the hours of 8:00 p.m. and 7:30 a.m. in multiple unit facilities, Emergency and Urgent Service Calls - 24 hours a day, 7 days a week, including holidays, Recurring Maintenance Service Calls - 7:30 a.m. to 4:30 p.m., Monday through Friday, except holidays. The contractor may work, with prior approval of the CO, extended hours to ensure timely completion of work at no additional cost to the Government.

1.5.1.1. **Recognized Holidays.** The contractor is required to provide only urgent and emergency services on recognized Federal holidays. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday.

1.6. CONSERVATION OF UTILITIES

1.6.1 **Conservation Practices:** The contractor shall instruct employees in utilities conservation practices. The contractor shall comply with the AFFTC Energy Plan.

1.6.2. **Telephone.** Government telephones shall be used only for official Government business.

1.7. **ENVIRONMENTAL CONTROLS**

1.7.1. **Compliance with Laws and Regulations.** The contractor shall be knowledgeable of and comply with all applicable interstate, Federal, State, and local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect.

1.7.2. **Notification of Environmental Spills.** If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to the Fire Department at 911. The liability for the spill or release of such substances rests solely with the contractor and its agent.

1.7.3. **Solid Waste and Construction Debris.** The contractor is responsible for properly removing, transporting, and disposing of all solid waste and debris to an approved off base disposal location.

1.8. **PARTNERING**

A partnering agreement between the government and the contractor is to ensure joint cooperation and a sound partnership of all parties involved in the execution of this contract. Within 60 days of contract award the Housing Manager, Quality Assurance Evaluator, Administrative Contracting Officer, Contract Administrator, contractor's Project Manager, and the contractor's quality control person shall develop a formal partnering agreement that will be signed by all parties involved. The agreement shall contain, as a minimum: specific goals to be reached and a list of all objectives to reach the goals, a set of metrics to evaluate the objectives, a frequency for meetings to review the metrics, and a statement of cooperation to execute the terms of the agreement.

SECTION C-2

DEFINITIONS

2.1. ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

Definitions

ABG	Air Base Group
ABIH	American Board of Industrial Hygiene
ACM	Asbestos Containing Material
AFB	Air Force Base
AFFTC	Air Force Flight Test Center
AFI	Air Force Instruction
AFM	Air Force Manual
AFMC	Air Force Material Command
AFOSH	Air Force Occupational Safety and Health
AFR	Air Force Regulation
AIHA	American Industrial Hygiene Association
CCR	California Code of Regulations
CDR	Contract Discrepancy Report
CEG	Civil Engineer Group
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIH	Certified Industrial Hygienist
CO	Contracting Officer
COM	Change of Occupancy Maintenance
DoD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switching Network
DV	Desert Villa
GOQ	General Officer's Quarters
HEPA	High Efficiency Particulate Air
HUD	Housing and Urban Development
HVAC	Heating Ventilation and Air Conditioning
HWH	Hot Water Heater
IAW	In Accordance With
IHT	Industrial Hygiene Technician
IQL	Indifference Quality Level
LBP	Lead Based Paint
MAS	Maintenance Activity Sheet
MFH	Military Family Housing
MHP	Mobile Home Park
MSDS	Material Safety Data Sheet
NEC	National Electrical Code
NFPA	National Fire Protection Association
NIOSH	National Institute of Occupational Safety and Health

**Abbreviations
and Acronyms (cont.)**

NIST
NVLAP
OPS
OSHA
PCM
PCS
PEL
PLM
PMI
SDS
PWS
QAE
QASP
QC
RCRA
SOQ
T.O.
TE
TEM
TSCA
TWA
USEPA

Definitions

National Institute for Standards and Technology
National Voluntary Laboratory Accreditation Program
Operations
Occupational Safety and Health Administration
Phase Contrast Microscopy
Permanent Change of Station
Permissible Exposure Limit
Polarized Light Microscopy
Preventative Maintenance Inspections
Service Delivery Summary
Performance Work Statement
Quality Assurance Evaluator
Quality Assurance Surveillance Plan
Quality Control
Resources Conservation and Recovery Act
Senior Officer Quarter
Technical Order
Technical Exhibit
Transmission Electron Microscopy
Toxic Substance Control Act
Time Weighted Average
United States Environmental Protection Agency

2.2. GENERAL DEFINITIONS

- 2.2.1. **Commander.** The officer responsible for the installation or activity having service functions contracted.
- 2.2.2. **Contract Administrator.** The individual within the contracting office who performs the day-to-day administration of the contract.
- 2.2.3. **Defect.** Any non-conformance with the requirements specified in the contract.
- 2.2.4. **Defective Service.** A service output that does not meet the standard of performance specified in the contract for that service.
- 2.2.5. **Error Rate.** The frequency at which defective service occurs.
- 2.2.6. **First Operational Performance Period.** The interval of time during which the contractor is solely responsible for accomplishment of all activities set forth in the contract through day-to-day management of the required service. (This period excludes the orientation period and any interval between award of the contract and commencement of performance.)
- 2.2.7. **Indifference Quality Level (IQL) Sampling Plan.** A sampling plan, which minimizes the risk to the Government of acceptance of excessive error rates while also minimizing the risk to the contractor of rejection of acceptable performance. In such a plan the Government and the contractor equally share in the probability of acceptance or rejection of a service with marginal error rates.
- 2.2.8. **Lot.** The total number of potential service outputs in a surveillance period as defined in the performance requirements column of the SDS.

- 2.2.9. **Performance Indicator.** A measurable characteristic of an output of a work process.
- 2.2.10. **Performance Requirement.** The point that divides acceptable and unacceptable performance of a task according to the SDS and the Inspection of Services clause. In the case of surveillance by random sampling, the performance requirement is the maximum number of defectives in the random sample chosen that may occur before the Government will effect the price computation system IAW the SDS and the Inspection of Services clause. When the method of surveillance is other than random sampling, the performance requirement is the number of defectives or maximum percent defective in the lot before the Government will effect the price computation system IAW the SDS and the Inspection of Services clause.
- 2.2.11. **Service Delivery Summary (SDS).** A listing of the service outputs under the contract that are to be evaluated by the Government QAE on a regular basis to assure contract performance standards are met by the contractor, the surveillance methods to be used for these outputs, and the performance requirement of the listed outputs.
- 2.2.12. **Quality Assurance.** A planned and systematic pattern of all actions necessary to provide confidence to the Government that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved. For purposes of this document, Quality Assurance refers to actions by the Government.
- 2.2.13. **Quality Assurance Evaluator (QAE).** A functionally qualified Government representative responsible for surveillance of contractor performance.
- 2.2.14. **Quality Assurance Surveillance Plan (QASP).** An organized written document used for quality assurance surveillance. The document contains specific methods to perform surveillance of the contractor.
- 2.2.15. **Quality Control.** Those actions taken by a contractor to control the production of outputs to ensure conformance with the contract requirements.
- 2.2.16. **Random Sampling.** A sampling method where each service output in a lot has an equal chance of being selected for quality assurance surveillance.
- 2.2.17. **Recurring Work.** Work that is required regularly and or repeatedly.
- 2.2.18. **Sample.** A sample consists of one or more service outputs drawn from a lot for quality assurance surveillance. The number of outputs in the sample is the sample size.
- 2.2.19. **Sampling Guide.** The part of the surveillance plan that contains all the information needed to perform surveillance of the service output(s) for each task in the SDS.

2.3. TECHNICAL DEFINITIONS PECULIAR TO THIS CONTRACT

- 2.3.1. **Abatement.** Long-term or permanent measures which eliminate the possibility of hazardous exposure by replacement of building components (doors, cabinets, moldings, etc.), encapsulation with drywall or siding, and removal. May be applied throughout a facility or in selected areas. Minor abatement up to 20 SF as part of the basic contract. Major abatement over 20 SF with a maximum of two set ups (containment's) per unit.
- 2.3.2. **Accident Prevention Plan.** A comprehensive Accident Prevention Plan (APP) required to be submitted by the contractor IAW FAR Clause 52.236-13, Alternate I, Accident Prevention, required by CAL/OSHA (Section 6401.7 of the California Labor Code).
- 2.3.3. **Accompanied Housing.** Government housing normally provided to military members with dependents who are residing with the military member.
- 2.3.4. **Action Level for LBP.** Lead Bulk sampling; 1.0 milligram of lead per square centimeter or more than 0.5 percent of lead by weight. Air sampling; 30 micro-grams per cubic meters in an 8-hour time weighted average IAW 29 CFR 1910.1025.
- 2.3.5. **As-Is Allowable Downtime.** Accompanied Housing - One calendar day.
- 2.3.6. **As-Is COM.** The inspection and servicing of the appliances, testing of the hot water heater, resetting the thermostat, performing required equipment maintenance, test gas lines, electrical, and plumbing.
- 2.3.7. **Basic Maintenance.** Performing inspection, maintenance, and repair of all the interior and exterior appurtenances of Government housing facilities, including garages, carports, storage buildings, and maintaining common areas in Military Family Housing, supporting facilities, and the Mobile Home Park. Includes service calls, COM's, recurring equipment maintenance, and hazardous material removal.
- 2.3.8. **Certified Industrial Hygienist (CIH).** Industrial Hygienist certified by the American Board of Industrial Hygiene (ABIH).
- 2.3.9. **Change of Occupancy Maintenance (COM).** The work accomplished to inspect, repair, maintain and service any of the housing units and their appurtenances, and accomplishment of grounds maintenance for units which are vacated for any reason during the contract period.
- 2.3.10. **Clearance Sample for LBP.** The procedure used in high-priority facilities to determine if cleanup activities following maintenance or disturbance of LBP surfaces have been effective in reducing the amount of surface lead dust. Following cleanup activities, lead dust concentrations must not exceed 100 micrograms per square foot on floors, 500 micrograms per square foot on window sills, or 800 micrograms per square foot in window wells as determined by wipe sampling performed IAW HUD Guidelines for Lead Based Paint. Facilities with lead dust levels in excess of these limits shall be re-cleaned, sampled, and meet these standards prior to re-occupancy. Air monitoring results shall not exceed 30 micrograms per cubic meters IAW with 29 CFR 1926.62 and AFOSH 161-8.
- 2.3.11. **CLIN.** Contract Line Item Number.
- 2.3.12. **Contractor COM Custody.** The time the contractor is in receipt of and responsible for housing units for the purpose of accomplishing COM.
- 2.3.13. **Cost.** Payment to the contractor for materials at cost as authorized in schedule B of this contract excluding shipping and handling.
- 2.3.14. **Disaster Repair Work.** Damage to facilities, other than maintenance and repair requirements already identified in this contract, not exceeding \$2,000 per unit or a total of \$15,000 per unit per calendar year for direct labor and materials combined, caused by but not limited to fire, freezing, flooding and wind.

- 2.3.15. **Downtime.** Downtime is the number of calendar days an unoccupied housing unit is in the custody of the housing maintenance contractor for major, minor, or As-Is COM. Downtime is expressed in terms of whole days and/or half days.
- 2.3.16. **Electrical Lines.** Interior electrical systems from the service entry to the main distribution panel and meters. (Exterior electric work beyond the service entry is not part of this contract.)
- 2.3.17. **Emergency Calls.** Calls to correct failures or deficiencies, which constitute an immediate danger or health hazard to occupants, threaten to damage property, or disrupt or interfere with the general well being of housing residents.
- 2.3.18. **Facility.** A facility is an integral structure such as a house (single family dwelling) or unit, multiplex apartment building, garage, carport, storage shed, and supportive buildings used for the operations such as the Housing Office and buildings provided to the contractor. Included with the facility are all of its components to include proportionate shares of carports, garages, trash can enclosures, patios, storage areas (includes exterior clotheslines and fences, yard sprinkler systems, landscaping and approved occupant-constructed add-ons; the QAE will determine applicability) plus all modifications by the contractor. The facility does not include sidewalks, driveways, and occupant-owned structures.
- 2.3.19. **Fixed Price:**
- 2.3.19.1. **Basic Services.** A fixed price for services for all maintenance not identified as a requirement.
- 2.3.19.2. **Fixed Priced Requirement.** Estimated quantities of a line item that may or may not be ordered depending on funding availability and need.
- 2.3.20. **Gas Lines.** All Government-owned gas lines in the Housing area. Reference Section C-5, paragraph 5.25.3.
- 2.3.21. **Growing Season.** The normal growing season is from April through December. January, February and March are considered winter months.
- 2.3.22. **Half Day.** A half-day for counting downtime is the time frame of 7:30 a.m. to 11:30 a.m. or the time frame of 12:30 p.m. to 4:30 p.m. or any fraction of either time frame. (Example: One half-day is .5 day).
- 2.3.23. **Housing U-Fix-It Store.** A store operated by contractor to provide material to accompanied housing occupants and mobile home parks to perform self-help work.
- 2.3.24. **In-Place Management of LBP Levels.** Interim measures, which reduce an LBP hazard to acceptable levels. They include monitoring the condition of painted surfaces and reducing dust by high-phosphate detergent washing or top coating by painting or wall coverings, repairing deterioration by painting, and performing cleanup activities such as high-efficiency particle air (HEPA) vacuuming, disposing of contaminated carpeting, and decontaminating upholstered furniture to the maximum extent possible.
- 2.3.25. **Job Order.** A requirement to do work.

- 2.3.26. **LBP High-Priority Facilities.** Facilities or portions of facilities which are or may be frequented/used by children under the age of seven, which are further prioritized as follows: Child development centers, annexes, and playground equipment; on-base Air Force licensed family day care homes; youth centers; recreational facilities, and playgrounds; waiting areas in medical and dental treatment centers; Air Force-maintained Department of Defense (DoD) schools; accompanied housing currently occupied by families with children under age seven; and remaining accompanied housing.
- 2.3.27. **Lead-Based Paint Hazard Determination.** A specific determination that a situation generally exists if children under age seven are chewing on painted surfaces or are exposed to LBP dust, soil contaminated with LBP or deteriorated LBP or if other occupants or workers are subjected to prolonged or repeated exposure to airborne LBP dust.
- 2.3.28. **Major Allowable Downtime.** Accompanied Housing - Five calendar days.
- 2.3.29. **Major Carpet/Pad Repair/Replace.** In excess of 1 square yard per unit.
- 2.3.30. **Major Ceramic Tile Repair/Replace.** In excess of 20 square feet per unit.
- 2.3.31. **Major COM.** COM work that includes minor COM, plus any other contract line items that may be ordered for performance during COM of the unit.
- 2.3.32. **Major Painting.** Painting of surface area greater than 200 square feet per unit.
- 2.3.33. **Major Seamless Sheet Vinyl Replacement.** In excess of 15 square feet per unit.
- 2.3.34. **Major Vinyl Composition Floors Tile Repair/Replace.** In excess of 15 square feet per unit.
- 2.3.35. **Major Wood Floor Repair/Replace/Refinishing.** In excess of 50 square feet per unit.
- 2.3.36. **Medical Exemption.** Designation of quarters requiring specialized service, due to medical condition of occupant(s).
- 2.3.37. **Minor Allowable Downtime.** Accompanied Housing - Three calendar days.
- 2.3.38. **Minor Carpet/Pad Repair/Replace.** 1 square yard per unit or less and part of the basic contract.
- 2.3.39. **Minor Ceramic Tile Repair/Replace.** 20 square feet per unit or less and part of the basic contract.
- 2.3.40. **Minor COM.** Routine work to be accomplished during change of occupancy as specified in the contract line item.
- 2.3.41. **Minor Painting.** All painting other than major painting. Work includes painting all repaired items requiring finish painting and spot painting in areas 200 square feet or less.
- 2.3.42. **Minor Seamless Sheet Vinyl Replacement.** 15 square feet per unit or less and part of the basic contract.
- 2.3.43. **Minor Vinyl Composition Floors Tile Repair/Replace.** 15 square feet per unit or less and part of the basic contract.
- 2.3.44. **Minor Wood Floor Repair/Replace/Refinishing.** 50 square feet per unit or less and part of the basic contract.

- 2.3.45. **Paint.** Enamels, paints, varnishes, stains, sealers, and other coatings, whether used as prime, intermediate, or finish coats.
- 2.3.46. **Paint Deterioration.** Any degradation of the paint film that produces dust or paint chips such as chalking, peeling, flaking, blistering or loose paint.
- 2.3.47. **Permissible Exposure Level (PEL) for Lead.** PEL for lead is an 8-hour time weighted average (TWA) of airborne concentration of LBP dust at 50 micro-grams per cubic meter of air. TWA shall be determined IAW Interim Final Rule and 29 CFR 1910.1025.
- 2.3.48. **Recurring Exterior Facility Maintenance.** Mandatory periodic inspection, repair, maintenance, and service of the exterior of housing units and their appurtenances, including removal of debris from roofs, and all playground equipment located in the housing area and supportive facilities.
- 2.3.49. **Response Time.** The interval between receipt of the initial notification and the time the contractor arrives on the scene for initial investigation and begins repair(s).
- 2.3.50. **Routine Calls.** Calls to correct failures or deficiencies of less importance that do not meet the criteria of an emergency or urgent call.
- 2.3.51. **Service Calls.** Calls for routine, urgent, and emergency type repair and maintenance applicable to housing, required to keep the facility, appliances, and installed equipment in such a condition that it may be utilized at its original design capacity and efficiency. Service includes maintenance, repair, and replacement of parts and equipment within and outside of housing units. In new units under warranty, the contractor shall determine if the service required is a maintenance item or a warranty item. Warranty items, excluding appliances, shall be referred to the builder for action. (See para 5.4.3 for appliance warranty action.)
- 2.3.52. **Sewer Laterals.** Any line that serves one or more units, regardless of size.
- 2.3.53. **Sewer Lines.** All gravity flow portions of the sewer system from the interior to the point it enters the main.
- 2.3.54. **Sewer Main.** The main of any system of continuous piping is the principle artery of the system, to which branches may be connected.
- 2.3.55. **Supportive Facilities.** Bldg 6696, Housing Management Office, Bldgs 6691, 6692, 6693 and 6694 Contractor facilities.
- 2.3.56. **Telephone Jacks.** Interior telephone connecting devices.
- 2.3.57. **Telephone Lines.** Lines from the telephone company's connection box located on the outside of the accompanied housing unit to the interior location.
- 2.3.58. **Turn-back Time.** The end of the half-day the contractor returns an acceptable military housing unit to the Government.
- 2.3.59. **Turnover Time.** The beginning of the next half-day after the contractor signs for a housing unit.
- 2.3.60. **Urgent Calls.** Calls to correct failures or deficiencies, which do not immediately endanger the occupants or threaten damage to property, but would soon inconvenience and affect the health and well being of the occupants.
- 2.3.61. **Water Laterals.** Any line that serves one or more units, regardless of size.

2.3.62. **Water Lines.** All interior water piping and from the building to the service main valve.

2.3.63. **Whole Day.** A whole day for counting downtime is the time frame 7:30 a.m. to 4:30 p.m. or the sum of 2 half-days (Example: 1 whole day is 1.0 day).

SECTION C-3

GOVERNMENT-FURNISHED PROPERTY AND SERVICES.

3. **GENERAL.** The Government shall provide, without cost, the facilities, equipment, materials, and services listed here or in TE 3a through TE 3c.

3.1. GOVERNMENT-FURNISHED PROPERTY

3.1.1. **Facilities.** The Government shall furnish and/or make available facilities described in TE 3a. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). Any hazards for which work-a-rounds have been established are included in TE 3a. The Government will correct these hazards IAW base-wide Government developed plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided merely because of this contract initiative. The identification of any hazardous conditions does not warrant or guarantee that no other possible hazards exist, or that the work-around procedures currently employed will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. The Government will assume no liability or responsibility for the contractor's compliance or non-compliance with such requirements, with the exception of the aforementioned responsibility to make corrections IAW approved plans of abatement subject to base-wide priorities. Prior to any modification of the facilities performed by the contractor at his or her expense, the contractor must give the CO documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the CO; however, in the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used only in the performance of this contract.

3.1.2. **Government-Furnished Equipment.** The Government shall provide the contractor equipment listed in TE 3b.

3.1.2.1 **Equipment Inventory.** An inventory of Government-furnished equipment must be done not later than 5 calendar days prior to the first performance period, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and QAE shall conduct a joint inventory of all Government-furnished equipment listed in TE 3b and the contractor shall sign a receipt for all equipment provided by the Government. The contractor and QAE shall jointly determine the working order and condition of all equipment. Items of equipment missing or not in working order shall be recorded and the CO notified in writing. The Government will replace missing items and repair all items not in working order or the CO will direct the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed therefore. The QAE will give disposition instructions for items beyond repair. The contractor and the QAE shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept as accurate the listing and stated condition of equipment provided by the Government. If the contractor participates in the inventory, but does not agree with the QAE's determination as to the working order of the equipment, this failure of the contractor to agree on working order and defectives shall be treated as a dispute pursuant to the clause of this contract entitled, "Disputes."

3.1.2.2. **Equipment Maintenance.** The contractor shall be responsible for all maintenance, to include parts and labor, of equipment listed in TE 3b. Documentation and submission of warranty claims to equipment suppliers shall be the responsibility of the contractor

3.1.3. **Government-Furnished U-fix-It Store Materials.** The Government shall furnish an initial inventory of materials (approximately a five-day stock level) as listed in TE 3c for issue from the U-Fix-It-Store. These materials shall be jointly inventoried not later than 5 working days before contract start by the contractor and the QAE. Any missing items shall be annotated on the inventory and the CO notified. Any disagreements between the contractor and the Government representative on the materials inventory shall be treated as a dispute under the contract clause entitled "Disputes." Once the initial inventory of Government materials listed in TE 3c is depleted, the contractor, at no cost to the Government, shall furnish all materials required to continue performance under this contract.

3.1.4. **Management of Government Property.** IAW FAR 45.5, the contractor shall establish a written system for the care, control, and protection of all Government property listed in TE 3b and an appliance control inventory (to include acquisition and disposition.). Detailed accounting procedures shall be a part of the contractor's Property Control System, which shall be in writing and turned over to the CO for acceptance at the pre-performance meeting. The accepted working system shall be implemented within 30 days of contract award date. (Reference TE 2, CDRL 002)

3.1.4.1. The contractor shall maintain a stock level of supplies required allowing continuous operation. The contractor shall establish and maintain a complete stock control system for all Government-furnished supplies that provides a complete audit trail from issue to installation/consumption.

3.1.4.2. The contractor shall conduct an annual physical inventory of all Government property and submit the following to the property administrator within 5 workdays after completion of inventory: (1) a listing of all discrepancies, (2) a signed statement that physical inventory of all Government property was completed on a given date and that the property was found to be in agreement except for discrepancies reported.

3.1.4.3. **Records of Scrap, Serviceable Materials, or Equipment.** Turn in all condemned or unserviceable water heaters, compressors, condensing units, appliances or other accountable items to the DRMO IAW AFMAN 23-110, v.2, Base Supply Customer's Procedures, at least monthly. All other refuse generated by this contract shall be legally disposed of at least monthly.

3.1.4.4. **Disposition of Government Property.** Turn over to the QAE 15 days prior to the end of contract, all Government-furnished catalogs, parts, and any other supply and/or equipment literature used in identification and ordering supplies on this contract.

3.1.5. **Government-Furnished Records, Files, Documents, and Work Papers.** The Government shall furnish those records listed in TE 6. All records, files, documents, and work papers provided by the Government or generated in support of this contract are Government property and shall be maintained and disposed of per AFMAN 37-139, Records Disposition Schedule. At the time of disposition the contractor shall box, label contents, and turn them over to the QAE.

NOTE: THESE RECORDS MAY INCLUDE PENDING REQUISITIONS FOR EQUIPMENT TO BE FURNISHED TO THE CONTRACTOR, PENDING PROJECT CASE FILES REQUIRED FOR CONTRACT PERFORMANCE OR CONTROL LOGS OR REGISTERS ON WHICH THE SERIALY SEQUENCED ENTRIES MUST BE CONTINUED BY THE CONTRACTOR. SF 135, RECORDS TRANSMITTAL AND RECEIPT WILL BE PREPARED FOR ALL RECORDS TRANSFERRED, UNLESS THE GOVERNMENT KEEPS A DUPLICATE RECORD COPY. RECORDS TRANSFERRED TO THE CONTRACTOR WILL BE RETURNED TO THE GOVERNMENT ONLY IF SPECIFICALLY REQUIRED BY THIS CONTRACT.

3.2. **GOVERNMENT-FURNISHED SERVICES**

3.2.1. **Utilities.** Water, sewage, natural gas, and electricity is available to the contractor.

3.2.2. **Postal.** The Government will provide on-base mail distribution (BITS) and access to United States Postal Service (USPS) and United Parcel Service (UPS) service for, but limited to, official Government mail.

3.2.3. **Telephone.** The Government will provide one Class "B" line for the Housing U-Fix-It Store.

3.2.4. **Base Civil Engineering.** The Government will provide fire prevention and protection, inspection and maintenance of Government-furnished fire extinguishers, systems, and facilities. Pest and rodent control will be provided as necessary. Fire Department telephone extension is 911 for emergencies. Contact the Base Fire Prevention Office for routine inquiries. For pest and rodent control, call Civil Engineer Contract Services Section.

3.2.5. **Emergency Medical Service.** The Government will provide emergency medical treatment and emergency patient transportation service for contractor personnel who are injured or become critically ill during the performance of this contract. The contractor shall reimburse the Government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate, as appropriate.

3.2.6 **Fire Extinguishers.** The Government will provide refilling of fire extinguisher cylinders.

3.2.7. **Fire/Security Forces.** The Government will provide general on base Fire/Security Forces service. Fire/Security Forces phone extension for emergencies is 911. Direct all inquiries concerning law enforcement to the Security Forces Squadron.

3.2.8. **Termite Damage Repair.** The Government will accomplish extermination for termites. The contractor shall notify the QAE of any units damaged by wood-destroying insects. The contractor shall not proceed with repairs unless directed by the QAE.

SECTION C-4

CONTRACTOR-FURNISHED ITEMS AND SERVICES.

4.1. **GENERAL INFORMATION.** Except for those items or services specifically stated in Section C-3 as Government-furnished, the contractor shall furnish everything needed to perform this contract according to all its terms. The following is not all inclusive of the contractor furnished items and services required to perform the contract.

4.1.1. **Fuel.** The contractor shall provide fuel for all equipment used in performance of the contract. Contractor is authorized to purchase fuel for vehicles used in the performance of this contract through the Government supply system. Contractor shall purchase fuel access/dispensing key.

4.1.2. **Vehicles.** Each contractor vehicle shall have the name, address, and telephone number of the contractor and the words "Housing Maintenance" neatly exhibited on each side of the cab. The sign must be readable from a distance of 100 feet. In addition, all contractor-furnished vehicles used for emergency and urgent service shall be equipped with 2-way radio communication capability with the base station located in Building 6691.

4.1.3. **Tools/Equipment.** The contractor shall provide for occupant use each business day the items listed in TE 7 at the quantities specified.

4.1.4. **Telephones.** The contractor shall be responsible for securing commercial telephone service dedicated solely to making and receiving calls pertaining to work requirements required by this contract. The contractor shall provide three single line telephone lines, with three separate telephone numbers, and three instruments for receiving service calls. The contractor shall maintain telephone numbers 258-4461, 258-4462 and 258-4463 currently in use by the present contractor. The contractor shall provide commercial, portable, two-way radio service for communication between the QAE and project manager. The contractor shall provide radio equipment to the QAE by the contract start date and maintain them in operating condition throughout the contract performance period. The contractor shall coordinate with the 95th Communications Squadron no later than 2 weeks prior to contract start date to avoid conflict with existing frequencies, and be licensed by the FCC to operate in the local area. The radio equipment will be returned to the contractor at conclusion of the contract. The contractor shall be required to furnish an automatic recorder, with a beeper, on all instruments used for receiving service calls. The recorder tapes shall be maintained for a minimum of thirty days.

4.1.5. **Storage Facilities.** The contractor shall provide additional portable material storage facilities if required to perform the contract. The contractor shall submit any request for placement of an additional storage facility in writing to the CO. Approval of the storage facility shall be obtained prior to delivery to the Base. This portable facility shall be equipped with an adequate locking device to protect materials and shall be located, as approved by the Government, at least 50 feet from any existing building within the housing maintenance fenced area.

4.1.6. **Maintenance Facilities.** The contractor shall provide all maintenance of Buildings 6691, 6692, 6693, 6694, and 6696.

4.1.7. **Contractor-Furnished Equipment.** The contractor shall provide all necessary equipment of the proper size and design required for performing the specified work. All equipment shall be equipped with proper and approved safety and noise-limiting devices, and shall be maintained in a safe operating condition at all times. Equipment considered by the QAE to be unsafe or inadequate for the purpose intended shall be removed from the project site and replaced with satisfactory equipment.

4.1.8. **Work Information Management Systems.** The contractor shall provide a computer-based service call, work control, inventory, and data analysis system. The system will be PC-based, IBM compatible with Microsoft Windows, and will be interactive with the Housing Office PC computers. The system shall also allow for modem and floppy disk based daily data transfers to the Housing Office. The contractor shall furnish the Housing Office the same software the contractor uses, along with original documentation and diskettes.. The computer program used and the products being generated by the contractor shall be compatible with existing in-place software programs. The computer/programs must be Y2K compliant and the contractor is responsible for any technological upgrades throughout the contract. All data generated during the course of this contract becomes property of the government.

4.2. **GOVERNMENT COST REIMBURSEMENT ITEMS.**

4.2.1. **Basic Maintenance.** The contractor shall bear the cost of all materials, parts, and supplies up to \$50 per item per job order. The Government shall reimburse the contractor for materials, parts, and supplies in excess of \$50 per item per job order. The contractor is responsible for the first \$50 of each item costing over \$50 per job order. For example, if one item on a job order has a material cost of \$75.00 and another item on the same job order has a material cost of \$60.00, the Government will reimburse the contractor \$35.00 for that job order. If there are three items on one job order that are \$75.00 each, but they are the same items (such as windows) **for a total of \$225**, the Government will reimburse \$75.00 for that job order.

4.2.2. **Reimbursement Requirements.** Reimbursement shall be made only on completed job orders. The contractor shall invoice for authorized reimbursable parts, materials, and appliances each month. The contractor will be reimbursed actual invoice cost, excluding delivery/transportation/handling costs, for parts, materials, and appliances. **EXCEPTION:** The contractor will be reimbursed for delivery/transportation/handling for approved major project materials only. The contractor shall procure reimbursable items on a competitive basis or provide justification if there is lack of competition. Discounts and rebates on items provided to the contractor shall be credited to the Government. The invoice shall be supported by an itemized list by job order number of all reimbursable parts, materials and appliances used showing: the item, the number, unit cost, total cost, and **a copy** of sales slips or other documents identifying items purchased under the reimbursement portion of this contract. The contractor shall maintain, on base, original delivery tickets, sales slips, or other documents identifying items purchased under the cost reimbursement portion of this contract. All purchase documents shall be available for CO review and audit. The QAE retains the right to specify the kind and quality of such (reimbursable) items. If the estimated purchase price is equal to or greater than \$5,000, the contractor shall obtain approval from the CO prior to purchase.

SECTION C-5

SPECIFIC TASKS

5. GENERAL INFORMATION

5.1. The contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to perform the inspection, maintenance, and repair/replacement of all Accompanied housing and the Mobile Home Park at Edwards AFB, CA, to include all interior and exterior components of housing units; sewer lines; water lines, and related valves; garages of accompanied housing; grounds maintenance of the common accompanied housing and Mobile Home Park playgrounds and vacant lots; Housing Management Office (Bldg 6696) and four maintenance buildings (Facilities listed at TE 5a); and sweeping and repairing of streets and parking areas in accompanied housing areas. The contractor shall accomplish all work within the times referenced in TE 5, workload in TE 2, and IAW quality standards in TE 4, and this contract. The contractor shall complete all existing open job orders, service call/COM backlog within 30 days of the contract start date. The contractor shall provide his own quality control program for all tasks within this contract and provide a quality control report, monthly to the QAE (TE 2, CDRL 001).

5.2. GENERAL WORK CONTROL

5.2.1. **Job Order System.** The contractor shall maintain a serially numbered job order system to control all work for accompanied housing; this is to include incorporating all existing work backlog at contract start date. Each category of job orders shall be separately serially numbered.

5.2.2. **Job Order Forms.** The contractor shall provide job order forms (except AF Form 1219 is used for COM). A copy of all completed job orders shall be turned over to the QAE daily. The contractor shall submit copies of proposed job order forms to the CO 2 weeks prior to contract start date for approval.

5.2.3. **Job Order Log.** The contractor shall provide and maintain separate service call job order logs for each classification, emergency, and urgent and routine job orders. The contractor shall separate the logs by month by the category of work, i.e., Emergency, Urgent, and Routine. If a number is not used, the contractor shall annotate the log as to the reason why the number was not used. If corrections are required, the contractor shall draw a single line through data that is to be corrected and make the correction in the space below. The contractor shall keep logs current and reflect disposition of all service calls at all times. If completion of a job order does not occur within the allowable time specified, the log must indicate the reason for delay and anticipated completion date (provide copy of log daily to the QAE). Ordering of parts necessary to complete a job order shall be accomplished within 24 hours of responding to that job, to avoid unnecessary delays. After the call has been entered in the log, the contractor shall prepare a job order for the call assigning the corresponding job order number from the log to the job order record.

5.2.4. **Customer Satisfaction Survey.** Upon completion of all job orders, the contractor shall provide a Government approved customer satisfaction survey form at each housing unit for occupant critique. All responses received shall be given to the QAE on a daily basis. The Customer Satisfaction Survey form shall be submitted to the CO for acceptance 2 (two) weeks prior to the contract start date. Survey will be mutually agreed upon by the contractor and the QAE.

5.2.5. **Administrative Reports.** The contractor shall provide the reports and data required under TE 2. Electronic reporting is encouraged to the maximum extent practicable.

5.2.6. RECORDS

5.2.6.1. **General.** The contractor shall be responsible for creating, maintaining, and disposing of only those Government required records that are specifically cited in this contract or required by the provisions of any of the mandatory directives at section C-6, Applicable Publications and Forms. If requested by the Government, the contractor shall provide the original record, or a reproducible copy of any such record within 5 working days of receipt of the request.

5.2.6.2. **U-Fix-It Store Records.** The contractor shall provide completed U-Fix-It Store issue records to the Government on a daily basis.

5.2.6.3. **Grounds Maintenance Records.** The contractor shall furnish the QAE a Grounds Maintenance Daily Report, TE 2, CDRL 009, each morning, by address, of each unit serviced the previous work day for either grounds maintenance or irrigation. The QAE will use this list to verify daily services.

5.3. FACILITY MAINTENANCE FILES

5.3.1. **Maintain Facility Files.** The contractor shall maintain a facility file for each unit. A copy of each completed job order shall be placed in the appropriate facility maintenance folder in chronological order. Job orders shall be filed in the appropriate facility folder within 7 days of QAE review. These records shall provide a maintenance history for each of the housing units. The Government requires access to these files at all times. The contractor shall maintain all warranty information in this file. These files and their contents are the property of the Government and may not be removed from the installation. Current appliance records, specialty job orders, warranty information, asbestos abatement and lead base paint records shall be a permanent part of the file.

5.3.2. **Annual Purging.** The contractor shall purge all facility files annually and prepare removed records for staging during the last month of each contract year. The removed documents shall be summarized on a history summary sheet, which shall become a permanent part of the facility file. Completed records shall be turned over to the QAE in staging boxes in chronological and address/facility order. Summary sheets shall include the following historical information: Job order number, description of work, materials, man-hours used, date called in, and date completed.

5.4. APPLIANCES

5.4.1. **Master Appliance Report.** The contractor shall maintain the computerized Master Appliance Listing by inputting changes within 7 days after change out. The contractor shall provide a Monthly Master Appliance Report of appliances removed from the inventory. This report shall comply with the Government system input requirements. Data shall be in the format as shown in TE 2, CDRL 005.

5.4.2. **Appliance Maintenance.** The contractor shall be responsible for maintenance and repair of Government-owned appliances IAW manufactures recommendations.

5.4.2.1. **Replacement Parts.** The contractor shall furnish all replacement parts equal to or better than the replaced parts and shall match existing parts from the appliance.

5.4.2.2. **Appliance Repair Limits.** One time repair costs shall not exceed those prescribed in AFI 32-6004, without prior approval of the QAE. The contractor shall replace appliances when the one time repair limits will be exceeded, if replacement appliances are available and approved by the QAE.

5.4.2.3. **Extended Appliance Repair.** If any appliance cannot be repaired at the unit within the response times as shown in TE 5, the contractor shall replace the appliance with a like item. The appliance shall be repaired within 5(five) workdays of receipt of parts, cleaned, affixed with a serviceable tag, and then used as a replacement in another unit.

5.4.3. **Appliances under Warranty.** For appliances under warranty, the contractor shall respond to determine what repairs are needed. The contractor shall replace the appliance with a like item. After warranty work has been completed, the contractor shall clean the appliance, affix a serviceable tag, and use it as a replacement in another unit.

5.4.4. **Cost Reimbursement Replacement Appliances.** The contractor shall be responsible for identifying and ordering, programmed replacement of appliances. Appliances will be inventoried jointly by the Government and the contractor at contract start and annually thereafter (TE 2, CDRL 010). The existing Government appliance backup stock will be inventoried, and will be used for replacements before appliances are to be purchased under the reimbursable portion of the contract.

5.4.5. **Appliance Installation.** When replacement appliances are required or directed, the contractor shall remove the old appliance and install the replacement appliance. The contractor shall ensure the appliance is properly installed, clean and tested for proper operation. Contractor is responsible for transporting removed appliances from the housing unit. Whenever new appliances are installed, the installed date shall be permanently etched or engraved on a metal tag near the serial number identification plate. Completed replacement job orders shall be turned in to the QAE daily.

5.4.6. **Condemned Appliances.** The QAE will approve all condemned appliances requests. The contractor shall prepare all forms including cost repair estimate and paper work for condemned appliances, and transport the appliances to the Defense Re-utilization and Marketing Office (DRMO, Building 4900), IAW local procedures and AFMAN 23-110.

5.4.7. **Occupant-Owned Appliances.** When housing occupants are allowed to use their own appliances, the contractor shall be responsible for removing Government appliances from the unit and placing them back into the inventory to be used as replacements in another unit. The contractor shall not be responsible for maintenance or repair of occupant-owned appliances.

5.4.8. **Back-Up Programmed Replacement Appliances.** The contractor shall maintain a back-up stock as specified:

Accompanied Housing. (10) 18 cubic foot and (10) 21 cubic foot refrigerators; (10) 30 inch gas ranges, and (10) 24 inch dishwashers.

5.5. LOCKSMITH SERVICES

5.5.1. **Replacement Keys and Locks.** The contractor shall replace missing, broken, or inoperative interior and exterior locks for accompanied housing units. The contractor shall: (1) Maintain exterior and garage entry locks and keys; (2) Provide a key-making machine, key duplicating machine and maintain stock of key blanks for housing units and other housing real property; (3) Maintain locks so as to be free of all defects and to operate quickly and smoothly without excess force as originally intended and designed; (4) Key all new locks to match the existing master key systems so that a single key will open all exterior door locks in each housing unit; (5) Maintain key code system; and (6) Submit security procedures for acceptance two weeks prior to the contract start date. Replacement keys shall be ordered/authorized by housing office personnel. Completion times shall be the same as service calls. The contractor shall maintain master keys. The master key shall not be taken off base. Exterior locks shall be Schlage brand or compatible and equal to. Replacement keys shall be the responsibility of the contractor. Garage door locks and keys shall be maintained and duplicated as required.

5.5.2. Locksmith Service.

5.5.2.1. Contractor shall master key new and renovated units as required by the QAE.

5.5.2.2. The contractor shall re-key all exterior doors at a specified housing unit when approved by the QAE.

5.5.3. **Lockouts.** Lockouts occurring during non-duty hours (Monday, Tuesday, Thursday, and Friday, 1530-0730; Wednesday, 1530-0930; Weekends; and Holidays) shall be responded to as an emergency service call, and will be responded to within one hour. Identification of the resident will be presented to the technician at the unit. Security Police shall be contacted only if a resident can not provide proof of identification.

5.6. SERVICE CALLS

5.6.1. **Receipt of Service Calls.** The contractor shall maintain a central point of contact in Building 6691 for receiving all requests for service for accompanied housing during the hours stated in Section C-1, paragraph 1.5. The contractor shall provide a minimum of three single party telephone lines, telephones with recorders that produces an audible signal or a recorded message (to notify the caller that the conversation is being recorded), and manning for receiving service calls. This service shall be provided 24 hours per day, 7 days per week. In all cases, telephone instruments shall be answered 24 hours per day, 7 days per week. Contractor shall retain telephone numbers 258-4461, 258-4462 and 258-4463. The contractor shall receive service calls by telephone and from persons who physically come into the maintenance facility. The contractor shall document each service call received in a service call job order log and assign it a job order number. The contractor shall tell each customer the job order number, and request they refer to that number whenever making any inquiries. The contractor shall tell each customer the approximate time and date the contractor will respond and start work. Telephones shall be dedicated solely to receiving service calls. During receipt, the contractor shall categorize service calls as emergency, urgent, or routine using TE 5.

5.6.2. **Performance of Service Calls.** The contractor shall respond to and accomplish emergency, urgent, and routine service calls within allowed times stated in TE 5. For emergency service calls, the contractor shall request that the occupant stay at the location of the emergency. The contractor shall not cancel emergency service calls. The contractor shall complete work to a point of safe utilization regardless of the time required at no additional cost to the Government. The housing occupant will be fully apprised of the situation and the contractor shall proceed with the work in coordination with and in regard for the welfare of the occupants. Completion of work beyond the safe point of utilization shall be continued by the contractor as an urgent or routine service call as applicable under the same job order number. If the contractor receives a routine service call after normal duty hours, the response time will start the following duty day. The contractor shall list all material and man-hours used on all copies of the job order.

5.6.3. **Appointment Exceptions.** If the occupant cannot be home at the scheduled time, the contractor shall schedule a date and a time that is acceptable to both the contractor and the occupant. If a mutually agreeable time cannot be worked out, the service call shall be turned over to QAE for scheduling. The contractor shall document the reason for requesting the time extension on the job order.

5.6.4. **Rescheduling Procedures.** If an occupant is not home when the contractor arrives to accomplish the service call, the contractor shall leave a notice stating that the contractor was there to accomplish the requested work and no one was home, and instructing the occupant to call housing maintenance to reschedule. If the occupant calls, the contractor shall reschedule, respond, start work, and complete the call as stated in TE 5. The contractor shall turn over to the QAE daily any rescheduled calls that were not completed because the occupant was not home, and all completed service calls.

5.6.5. **Contractor Requested Rescheduling.** If for reasons outside the control of the contractor, completion of a service call cannot be accomplished as stated in TE 5, the contractor shall notify the occupant and the QAE to obtain verbal approval to reschedule work.

5.7. **PRE-TERMINATION INSPECTIONS:** These inspections are scheduled by the occupant through the Housing Office during the hours prescribed in Section C-1, paragraph 1.6. The Housing Inspector will review and make note of as many COM requirements as can reasonably be obtained during a Pre-termination Inspection, (i.e., major paint, floor refinishing, tiling, and other deficiencies) and relay this information to the housing maintenance contractor on the first working day after the pre-termination inspection with an advance copy of AF Form 1219 and an estimated turnover date.

5.8. **TERMINATION INSPECTIONS:** The Government shall perform a final inspection before accepting the unit from the occupant. Additional work items may be identified to the contractor by the QAE at the time of the final termination inspection or turnover to the contractor. Contractor representation shall be at the option of the contractor.

5.9. **CHANGE OF OCCUPANCY MAINTENANCE (COM) GENERAL INFORMATION**

5.9.1. **Turnover.** The housing unit shall be turned over to the contractor when it becomes vacant or when the units are projected for occupancy. The contractor shall sign for the unit, acknowledging date and time of acceptance.

5.9.2. **Turnover Time.** The time of turnover shall be computed as follows using calendar days. If the QAE turns the unit over to the contractor prior to 12:00 noon, the maintenance period will begin at 1:00 p.m. that day and close at the time the unit is turned back. If the QAE turns the unit over to the contractor at 12:00 noon or later, the maintenance period will begin at 7:30 a.m. the following day and close at the time the unit is turned back.

5.9.3. **COM Work Scheduling.** COM including separate contract line items shall be scheduled to begin at the time the unit is turned over to the contractor. The contractor shall be issued the original AF Form 1219 along with applicable CEH 5110s to authorize the scheduled work.

5.9.4. **COM Completion Time.** The contractor shall submit for acceptance a proposed COM completion form 2 weeks prior to contract start date. The contractor shall provide to the QAE, in writing, the contractor's scheduled completion date and time within 8 working hours following notification of work requirements and completion of actual turn-back time.

5.9.5. **Turn-back Time.** Turn-back time will be computed in one-half calendar day intervals. A unit turned back before 12:00 noon will count as one-half day and a unit turned back after 12:00 noon will count as a whole day. A unit shall not be turned back to the Government until contractor's Quality Control (QC) has been

performed and all discrepancies are corrected. The contractor's QC and corrections are included in the turn-back time computations.

5.10. **COM MAINTENANCE AND REPAIR**

5.10.1. **As-Is COM.** The contractor shall inspect and service appliances, perform required equipment maintenance, test gas lines, check water heaters, electrical, plumbing, and set thermostats. The contractor shall complete all work in accompanied housing within one (1) calendar day including weekends; Federal holidays excluded.

5.10.2. **Minor COM.** The contractor shall check each item on the interior and exterior of the unit, list those items (not already listed) needing repair or replacement on the AF Form 1219, and repair those items identified. The contractor shall touch up paint in quantities of 200 square feet or less, repair floors identified as minor maintenance, perform equipment maintenance, check water heater, set thermostats, and perform grounds maintenance as identified in paragraphs 5.29 and 5.30. The contractor shall ensure the unit meets cleanliness standards as shown in TE-4, and correct all discrepancies found during the contractor's Quality Control inspection prior to turning back the unit to the Government. The contractor shall complete minor maintenance work in accompanied housing within three (3) calendar days, including weekends. From one to three additional calendar days will be given for requirement line items to be completed during COM in accompanied housing. Federal holidays are excluded from the maintenance time.

5.10.3. **Major COM.** The contractor shall check each item on the interior and exterior of the unit, list those items (not already listed) needing repair or replacement on the AF Form 1219, and repair those items identified. The contractor shall complete major paint (over 200 square feet), perform equipment maintenance, floor refinishing, floor replacement, and correction of all discrepancies found during the contractor's Quality Control inspection prior to turning the unit back to the Government. Unit shall meet cleanliness standards as shown in TE-4. The contractor shall complete all major work in accompanied housing within five (5) calendar days, including weekends, which includes one contract line item such as major painting and from one to three (1-3) additional calendar days for each separate contract line item such as minor and major abatement and repair when required, major replacement of floor covering, and major floor refinishing.

5.10.4. **Additional Work Requirements.** The contractor shall complete requirement line items during COM. Notice will be given at the time of the pre-termination inspection on an AF Form 1219. All requirements will be given to the contractor on CEH Form 5110 when the unit is turned over to the contractor. All work shall be performed in conjunction with COM unless otherwise directed by the QAE.

5.10.5. **COM Acceptance.** The contractor shall notify the QAE in writing that the unit is ready for inspection after completing all requirements. The Government may require the contractor to correct any discrepancies noted, before the unit is accepted (minor discrepancies identified shall be completed within one half workday after inspection). The contractor shall accomplish all required work within times allowed in TE-5. If the QAE finds a discrepancy, the time required to do rework will be added to the time when the contractor turned in the unit. The contractor will not be charged for the time between his actual turn-back of the unit and the QAE's inspection. Contractor representation is required during this inspection.

5.11. **MOBILE HOME PARK.** The contractor shall maintain the Mobile Home Park playground, abandoned lots, vacant lots, and common grounds. The contractor shall not maintain any personal property in the Mobile Home Park. Only emergency response to Carbon Monoxide Detector Alarms to test for carbon monoxide and turn off gas at main, if detected, is authorized.

5.12. **PAINTING**

5.12.1. **Interior Painting.** Major painting in excess of 200 square feet is a requirements line item. The contractor is paid for the entire square footage of directed major painting at the requirements line item price. The contractor shall prepare surfaces and paint shall be mixed to match existing colors. The contractor shall protect areas and items not to be painted during painting operations. All work shall meet quality standards for painting and cleanliness IAW TE 4.

5.12.2. **Painting of Occupied Units.** The contractor shall schedule work with the occupant. The contractor shall disconnect, move, and relocate major furniture items as required. The occupant is responsible to remove small personal items from walls and furniture required to be moved in order to accommodate access for painting.

5.12.3. **Touch-up Painting.** The contractor shall do touch-up painting in vacant and occupied housing units. The contractor shall be responsible for mixing paint to match the existing colors. Textures shall match and workmanship shall meet the quality standards of industry and construction, and TE-4.

5.12.4. **Paint Storage.** The contractor shall not store flammable materials in or around work areas overnight.

5.12.5. **Materials.** All contractor-furnished paints shall be sealed in containers that plainly show the designated name, formula or specification number, batch number, color, date of manufacture, manufacturer's directions, and name of manufacturer. Materials shall conform to the specifications shown in the painting schedule. All exterior paint shall contain a fungicide that will not adversely affect color, texture or durability of the coating. The fungicide agent shall be incorporated into the paint by the manufacturer in a quantity so that the paint will meet mildew resistance tests specified in the applicable Federal Specifications. Unused paint and empty containers shall be disposed of by the contractor IAW local, State and Federal regulations.

5.12.6. **Testing.** All contractor-furnished paint shall be subject to testing by the Government.

5.12.7. **Metal Work.** All metal surfaces to be painted shall be prepared by the contractor IAW standard practices of the trade including corrosion control, if applicable. The contractor shall not paint new or renovated units grills, register or vent covers unless corrosion control is required.

5.12.8. **Removal of Existing Hardware.** The contractor shall remove or protect all hardware and accessories not intended to be painted.

5.12.9. **Wood Surfaces.** Wood surfaces to be painted shall be prepared by the contractor IAW standard practices of the trade. Wood trim shall be secured where loose, all non-structural nails and fasteners shall be removed, and all voids in and between finished woodwork shall be filled with wood filler by the contractor. All protruding nails, abrasions and holes shall be set and filled with wood filler. The contractor shall leave painted doors open for a sufficient time to allow the paint to dry.

5.12.10. **Treatment of Mildew and Greasy Areas Requiring Washing.** The contractor shall remove mildew and grease on painted surfaces.

5.12.11. **Natural Finished Cabinets/Shelves/Vanities, Doors and Trim.** The contractor shall remove all dirt, grease, runs, enamel and latex paint, nails, and hangers from cabinets. All holes and cracks shall be filled flush with natural paste wood filler, colored to match adjacent cabinet surfaces, and sanded smooth. Scratched or abraded surfaces shall be stained to match adjacent surfaces and shall be given one coat of sanding sealer. All surfaces shall be free of bumps, voids and protrusions. The contractor shall apply two even coats of satin urethane varnish IAW manufacturer's printed instructions.

5.12.12. **General Exterior Paint Preparation.** Items in place prior to painting which interfere with painting of building surfaces shall be removed by the contractor during painting operations and replaced upon completion of each building. Shrubbery and vines shall be disturbed only as required to facilitate painting and shall be replaced in original locations. Shrubbery shall be tied back or, when necessary, trimmed to permit access to building surfaces, not to exceed 12". All shrubbery trimming shall be subject to prior approval by the QAE. Grass and earth adjoining a building shall be removed to a depth of not more than 4 inches below the existing grade for painting and then be replaced following painting to permit wall paint to be carried down to a straight line parallel to and slightly below existing grade.

5.12.13. **Replacing of Glazing Compound, Putty, and Caulk.** The contractor shall remove and replace cracked, loose, or missing exterior glazing compound and putty in window sashes and doors. Existing compounds or putty shall be considered defective if cracked or loose, where surface cracks extend deeper than the existing paint coating; where definite separation has occurred between the glazing material and the sash frame or glass; and where pressure applied on a putty knife with edge inserted in cracks readily loosens the glazing material. Sealing compound, where exposed, shall be free of wrinkles and shall be uniformly smooth. Caulking around all openings shall include the entire perimeter of each opening. Upon completion of all caulking, joints not entirely filled shall be roughened and filled, as specified, and the exposed surface tooled smooth.

5.12.14. **Application of Exterior Paint.** All paint shall be applied IAW the manufacturers instructions and meet quality standards in TE-4. Should any coat of paint be judged unsatisfactory by the QAE, the contractor shall apply an additional coat or shall remove the defective coat and then reapply.

5.13. **TEXTURING.** Texture Finishes for Interior/Exterior Walls and Ceilings. The contractor shall texture surfaces as required. Except as otherwise specified below, ceilings shall have a medium or coarse finish and walls shall have a spatter or orange peel finish, as selected by the QAE. A suitable area of ceiling and wall shall be textured as samples for finish selection prior to general application. Any texture material applied to adjacent surfaces not requiring texture finish shall be completely removed. Texture finish shall be applied IAW manufacturer's instructions, and shall match existing finishes. Texturing in excess of 200 square feet is a requirements line item.

5.14. **WALL COVERING.** The contractor shall repair damaged/stained wallpaper or wall coverings with a compatible matching wallpaper/wall covering, or replace materials in their entirety as determined by the QAE. Loose joints shall be re-glued to give a neat, clean appearance. Replacement of wallpaper over 2 square feet per unit is a requirements line item.

5.15. **WOOD FLOORS**

5.15.1. **Wood Floor Refinishing.** Wood floors shall be refinished only when directed by the QAE. All surfaces to be refinished shall be sanded as required and meet quality standards in TE-4. The floors shall be given a minimum of three coats of urethane varnish. The provision for reimbursable for items over \$50.00 does not apply to wood floor refinishing. Refinishing of more than 50 square feet is a requirements line item. Major floor refinishing is accomplished in conjunction with COM with an additional three days.

5.15.2. **Wood Floor Replacement.** Wood floor replacement of more than 50 SF is a requirements line item. Replacement parquet tile shall match existing. If unable to match the existing, a suitable replacement shall be submitted for approval. If an entire floor has to be replaced, contractor shall salvage good tiles for repairs in other units.

5.16. **VINYL COMPOSITION TILE WITH AND WITHOUT NO-WAX COATING AND SEAMLESS VINYL LINOLEUM**

5.16.1. **Replacement.** The contractor shall replace vinyl tile, with no wax coating, and seamless vinyl floor covering. Replacement of quantities over 25 square feet per unit is a requirements line item. The contractor shall remove and replace base and shoe mold and any other item required to facilitate replacement of floor covering. New base and shoe mold may be required to maintain quality replacement.

5.16.2. **Materials.** The contractor shall match existing tiles or submit samples to QAE for approval if not available.

5.16.3. **Installation.** Vinyl composition tile and sheet vinyl shall be installed IAW manufacturer's specifications. All cuts and joints shall be tight with pattern matching, free of bubbles and creases.

5.17. **CERAMIC TILE: Wall, Vanity Top and Floor Tile.** The contractor shall repair or replace all damaged tile. Tile shall match existing and be replaced IAW manufacturer's written instructions. The contractor shall inspect exposed portions of the substructure during repairs or replacement activity. If contractor is unable to match existing color, samples shall be provided to the QAE for approval. The contractor shall use adhesive recommended by the tile manufacturer. Surfaces to receive tile shall be properly prepared before tile is installed. All joints shall be grouted and sealed. All residue shall be removed and tile cleaned. Tile replacement over 20 square feet per unit is a requirements line item.

5.18. **CARPET**

5.18.1. **Carpet Cleaning.** The contractor shall clean Government carpets and apply soil retardant. Pet urine removal treatment is a requirements line item. The process shall remove all traces of visible dirt, grime, stain and soil, and shall leave carpets free from residual matter so as to be safe and harmless. Carpet stretching shall be performed in accordance with industry standards to maintain the proper fit of the carpet. Removal of furniture is the responsibility of the contractor. Prior to replacement of furniture the contractor shall protect all carpeting by placing protective, nonabsorbent pads or fill between the furniture and the cleaned carpet.

5.18.2. **Carpet Soil Retardant.** Immediately after cleaning, soil retardant shall be applied to all areas IAW the manufacturer's instructions.

5.18.3. **Carpet Repair.** The contractor shall repair carpets/pads that are damaged, torn, cut or burned. Replacement of carpet and pad in excess of 1 square yard is a requirements line item.

5.18.4. **Carpet Replacement or Installation.**

5.18.4.1. **Preparation.** All required floor preparation, trimming of doors, touch-up painting, and replacement of trim shall be accomplished at time of carpet replacement or installation of new carpet.

5.18.4.2. **Carpet Removal.** Remove and dispose of existing carpet and padding, if required, using current common practices of the trade.

5.18.4.3. **Installation of New or Replacement of Existing Carpet.** Installed carpet shall be installed in accordance with the standard practices of the trade. The contractor shall move all furniture as required for the carpet installation. After installation, the contractor shall return furniture to original location. Replacement of carpet and pad over 1 square yard each is a **reimbursable** line item.

5.19. **WATER REMOVAL AND DEODORIZING:** The contractor shall remove water from floors and carpets, and shall mildew-proof and deodorize carpets and clean floors as an emergency. Work shall meet quality standards of TE 4.

5.20. **GOVERNMENT INSTALLED DRAPERY REPLACEMENT/CLEANING AND INSTALLATION.** Contractor shall submit samples of draperies to be used as replacement to the QAE for approval. Certification that the material meets the NFPA standards shall be submitted when requesting approval for usage. Replacement/cleaning is a **reimbursable** line item.

5.21. COUNTERTOP/VANITY/CABINET/SHELVES REPAIR OR REPLACEMENT

5.21.1. **General.** Missing, damaged, or deteriorated doors, drawers, shelves and related hardware shall be repaired or replaced to provide a sound, complete, and operable cabinet. Cabinet finishes shall be restored. Counter tops and splash backs shall be repaired, when possible, to provide a serviceable, watertight surface.

5.21.2. **Countertop/Vanity/Cabinet/Shelves Repair.** The contractor shall repair or replace all damaged countertops/vanity/cabinets/shelves. Repairs shall be watertight, neat in appearance, match existing, and meet quality standards of TE 4.

5.21.3. **Countertop/Vanity/Cabinet/Shelves Replacement.** Replacement is a requirements line item. Replacement shall match existing and shall be installed IAW the manufacturer's written instructions using adhesive recommended by the manufacturer. If unable to match existing units, replacement of adjacent countertop/vanity/cabinets/shelves may be required. The contractor shall provide samples for selection to the QAE for approval.

5.22. ROOF INSPECTION, REPAIR AND REPLACEMENT

5.22.1. **General.** The contractor shall inspect roofs as part of the exterior maintenance program or during COM for deterioration and damages to preserve the watertight integrity of the roof. Major roof repair in excess of 5 squares per unit, per job order, is a requirements line item.

5.22.2. **Roof Inspection.** The contractor shall maintain roofs to preserve a Federal Specification SS-T-312b, Type IV seal. Inspection shall include investigation of leaks, general condition of the membrane, deck and roofing structural members, and all items that penetrate the membrane whether from above or below. Damaged or deteriorated components shall be returned to a Federal Specification SS-T-312b, Type IV condition using methods consistent with the type of construction. The contractor shall accomplish maintenance work on a continuing basis that shall preserve the Federal Specification SS-T-312b, Type IV integrity of the roof membrane. When conditions suggesting advanced deterioration are found that require major repair or replacement (more than 5 squares per unit), the contractor shall report this condition to the CO and the QAE.

5.22.3. **Roof Repair/Replacement.** The contractor shall be responsible for making all repairs/replacements necessary to restore the roof to a watertight, structurally sound, and aesthetically acceptable condition. The contractor shall repair or replace deteriorated or damaged roof framing, rafters, decking, metal roof panels, metal flashing and support beams. Repair or replacement in excess of 5 squares is a requirements line item. New wood framing lumber shall be installed where required to replace existing decayed or damaged roof framing lumber (including rafters and out-lookers, or portions thereof), beams, blocking, nails, and similar items, or where support for existing framing is unsuitable. Roof repair shall match existing. If unable to match existing, contractor shall submit sample to QAE for approval.

5.22.4. **Replacing Wood Trim.** Existing wood fascia boards, frieze boards, and other eaves and rake trim which are decayed or otherwise unsuitable, as determined by the QAE, shall be replaced with new trim. New trim shall be same size as existing trim unless otherwise directed by the QAE. New fascia boards shall be installed in not less than 8-foot lengths.

5.22.5. **Protection.** The contractor shall protect housing units and components from damage by the weather during roof repairs or replacement.

5.22.6. **Roof Flashing.** The contractor shall maintain flashing to form an effective water seal. Repairs shall be made to prevent corrosion and erosion. Repair or replacement shall match existing.

5.22.7. **Gutters and Downspouts.** The contractor shall maintain gutters and downspouts in a condition to carry water away from the building to prevent erosion drainage. Damaged or deteriorated gutters or downspouts

shall be sectioned and replaced. The contractor shall remove debris from gutters and downspouts and clean or replace wire downspout caps. Missing gutters and downspouts shall be replaced with material of same type and quality. Replacement or newly installed gutters in quantities over 30 LF is a requirements line item.

5.23. **RECURRING EXTERIOR FACILITY INSPECTION AND REPAIR**

5.23.1. **Exterior Facility Inspection Schedule.** The contractor shall provide a written schedule, by month, year, and facility number, for annual exterior inspection, maintenance, repair, or replacement, for acceptance by the QAE, IAW TE-2, CDRL 006. The contractor shall fill out a contractor-furnished checklist, in duplicate, showing the facility number, date of the inspection, the name of the individual performing the inspection, and a list of all items requiring repairs regardless if the repairs are within the scope of this contract. The contractor shall turn over to the QAE, a copy of the job order upon the completion of the inspection. The contractor shall accomplish all exterior maintenance and repair items within 15 workdays after the inspection IAW TE 4. Upon job completion, the contractor's Project Manager or quality person shall sign the completed job order original and file it in the facility jacket. The contractor shall notify the QAE, in writing, daily, of all completed maintenance and repairs. This schedule shall not be changed unless requested and approved at least 10 days prior to the start of the following scheduled month.

5.23.2. **Inspection.** The contractor shall inspect all facility exteriors at least annually using a contractor provided checklist/job order to provide written documentation for recording the inspection and required repairs or replacement for each facility. The contractor shall submit for approval a contractor-furnished recurring maintenance job order and accomplish all required repairs during annual inspection, work order, or during COM on unoccupied units. File completed forms in each facility file. The contractor shall make an appointment to accomplish inspection and repair or replacement on occupied units.

5.23.3. **Doors, Windows, and Screens.** The contractor shall inspect, repair, or replace doors, windows, and screens IAW TE-4.

5.23.4 **Roof Debris Removal.** The contractor shall remove and dispose of all leaves, straw, gravel and other debris from roofs, gutters, and downspouts. This service will be accomplished during performance of annual exterior maintenance, COM maintenance, or by service call.

5.23.5. **Water Heaters (WH).** The contractor shall inspect water heaters and perform maintenance IAW manufacturer's recommendation and TE-4.

5.23.6. **Government-Owned Gas System in Housing Areas.** The contractor shall accomplish exterior gas line and regulator testing, maintenance, and repair as part of contractor's Exterior Facility/Equipment Inspection. Regulators shall be inspected for cleanliness, hazards, damage or corrosion. Regulators shall be checked to ensure they are open and the vent outlet is protected by a screen. Defective valves, including re-seating, reinstalling, and/or replacing lost or damaged valve boxes, and all detected gas leaks which will support combustion, or create an explosive mixture of gas, shall be repaired. The contractor shall test, maintain, repair, or replace all interior gas lines, fittings, and valves during accomplishment of annual recurring equipment maintenance, COM, or service call. The contractor's responsibility includes all inside and outside gas lines, Government-owned, gas distribution and service lines from the main. In areas A, F, G, and H, the Government-owned gas distribution system goes from the main gas line in the street through the interior of the units. In areas B, C, and E, the Government-owned gas distribution system is from the shut-off valve at the unit through the interior of the units.

5.23.7. **Appointment Schedule.** The contractor shall make three attempts per unit to schedule this inspection by physically going to the unit, and if no one is at home, leave a notice for the occupant to call in to make an appointment allowing three days between visits. If the occupant does not call within 3 days after the second visit, the contractor shall make one attempt to telephone the occupant at home and one at work. If the contractor still cannot contact the occupant by telephone, the contractor shall turn the job order over to the QAE

the same day. The contractor shall annotate the recurring maintenance job order as to the date and time the notices were left, and the telephone contacts attempted.

5.23.8. **Appointment Reschedule.** The QAE will contact the occupant or the member's squadron, and the contractor shall then schedule the inspection.

5.24. **RECURRING MAINTENANCE INSPECTION, REPAIR, AND REPLACEMENT, INSTALLED EQUIPMENT**

5.24.1. **Recurring Equipment Maintenance Schedule.** The contractor shall provide a written schedule showing month, year, and facility number for recurring equipment inspection, repairs, and maintenance/replacement for approval by the QAE, 2 weeks before contract start date, and thereafter 2 weeks prior to the start of each following year. The schedule shall provide for annual inspection, repairs, or replacement of equipment. All items of equipment shall be inspected and repaired or replaced at least once during each contract year by the contractor. The schedule shall be prepared and submitted in the format required in TE 2, CDRL 007. This schedule shall not be changed unless requested and approval is obtained at least 10 days prior to the start of the following scheduled month.

5.24.2. **Inspection.** The contractor shall inspect all installed equipment at least annually using a contractor provided checklist/job order to provide written documentation for recording the inspection and required repairs or replacement for each type of equipment. The contractor shall submit for approval a contractor-furnished recurring maintenance job order and accomplish all required repairs or replacement for all equipment during annual inspection, work order, or during COM on unoccupied units. File completed forms in each facility file. The contractor shall make an appointment to accomplish inspection and repair or replacement on occupied units.

5.24.3. **Repair/Replacement.** All recurring installed equipment maintenance and repairs or replacement shall be accomplished on equipment during the time frame stated in TE 5 and the contractor's schedule, and meet quality standards of TE 4 and this contract.

5.24.4. **Record Deficiencies.** The contractor shall record all installed equipment deficiencies on the recurring maintenance job order for repair or replacement and complete the work by the time specified in sections throughout the contract. The quality of work accomplished shall meet the requirements of TE 4 and this contract. This work shall be performed under the basic contract.

5.24.5. **Heating, Ventilating, and Air Conditioning Systems.** Contractor shall perform maintenance and repairs on all systems. The contractor shall accomplish maintenance to provide a safe, economic, and operable system. These systems shall be maintained to the standards specified by Industry Standards and Codes, and as referenced in Section C-6. Heating and air conditioning systems shall provide room air temperatures consistent with Government energy conservation guidelines and medical exemption conditions. Contractor shall comply with EPA regulations under Section 608 of the Clean Air Act. HVAC technicians must have a minimum of Type I and Type II certification for this contract and Universal certification is recommended. Technicians must be certified according to EPA regulations. Also, recovery and recycling of Ozone depleting agents equipment must be EPA approved.

5.24.6. **Furnace and Cooler Filter/Pads.** The contractor shall furnish and install filters or cooler pads or all the air conditioning, cooler and furnace units. All cooler filter pads and furnace filters shall be replaced when deteriorated IAW the manufacturer's recommendations by the contractor during the annual recurring maintenance period. Replacement cooler pads shall be of the type recommended by the manufacturer. The contractor shall make replacement air conditioning filters, furnace filters, and cooler pads available for occupants of all accompanied housing units at the U-Fix-It Store, see TE 3c, or replace them on a service call.

5.24.7. **Evaporative Coolers.** The contractor shall perform scheduled maintenance on all evaporative cooling units IAW manufacturer's recommendations.

5.24.8. **Drinking Fountains.** The contractor shall perform scheduled maintenance on drinking fountains IAW manufacturer's recommendations. Repair or replace defective drinking fountains, and associated components as required.

5.24.9. **Exhaust/Ventilation Fans.** The contractor shall perform scheduled maintenance on all types of exhaust/ventilation fans IAW manufacturer's recommendations. Repair or replace defective exhaust/ventilation fans and associated components as required.

5.24.10. **Emergency Lighting Systems.** The contractor shall perform scheduled maintenance on all types of interior and exterior building emergency lighting systems IAW manufacturer's recommendations. Repair or replace defective components as required.

5.24.11. **Mechanical Rooms.** The contractor shall keep the maintenance facilities mechanical rooms clean. This includes, but is not limited to keeping the areas clean around all pieces of equipment, replace burnt out light bulbs in mechanical rooms where the equipment is housed, and ensure all covers and guards are installed on equipment and associated switches on walls of mechanical rooms.

5.24.12. **Playground Equipment.** The contractor shall maintain and repair Government owned playground equipment in and adjacent to the housing areas to make sure all equipment is operative and safe. Maintenance and repair includes painting, removal and replacement of parts that are damaged, missing or deteriorated. Match original appearance (markings and coloration). The protection of woods, metals, and replacement of all inoperative/unsafe equipment shall be the responsibility of the contractor. The contractor shall inspect/repair each playground at least monthly to make sure all equipment is safe and in good repair.

5.24.13. **Dryer Duct/Vent Cleaning.** Annual cleaning requirement to be done in conjunction with furnace/heater PMI.

5.25. UTILITY SYSTEMS

5.25.1. **Plumbing Systems (Water Lines).** The contractor is responsible for inspecting, testing, and maintaining the plumbing systems and associated components in the building interior including pipes under the slab/foundation, and the service line to the main, to include the cutoff valve and corporation stop. Plumbing systems and associated components shall be operational IAW the UPC. The systems shall be in a safe and usable condition for each unit. The contractor shall remove any standing water in the house. Corporation stop repair/replacement is a requirements line item.

5.25.1.1. Sewer lines shall be all interior sewer and drainage lines, to include the lateral sewer lines outside the building foundation to the main sewer line.

5.25.1.2. Lateral lines shall be all lines that branch off the main sewer line and all arteries and service lines including the 6" lines of plumbing that branch away from duplex units.

5.25.2. **Sewer Lines.** The contractor shall service, maintain, repair, or replace sewer lines. Sewer lines shall be freed from stoppages from the unit to the main as part of the basic services. The contractor should note that in some housing areas, multiple housing units manifold together into a private sewer (single sewer lateral) before tying into the public sewer (main sewer system). The contractor is responsible for replacement of defective or damaged sewer lines. In the event the contractor repairs or replaces a sewer line within the first joint outside the unit and no clean out is present, the contractor shall install a clean out. The contractor, using seed, sod, or hydra-seed, of a type that best matches the original lawn area, shall repair any damage within 5 workdays. Replacement of sewer lines over 15 LF is a requirements line item.

5.25.3. **Gas Lines.** The contractor shall ensure the gas system in each unit is in a good, safe operating condition. The contractor shall repair gas lines from the building through the regulators, including the cutoff valve. The contractor shall also be responsible for the gas piping from the pressure regulator to the stove, furnace, water heater and clothes dryer; gas cocks and appliances, nipples, flexible connections, unions, reducers, appliance pilot lines, and associated gas distribution equipment.

5.25.4. **Electrical.** The electrical systems on housing units shall be safe and operable. All replacement materials and components shall be listed or approved by Underwriters Laboratories (UL). All work shall conform to the requirements of the National Electrical Code (NEC). The contractor is responsible for all maintenance and repair within the housing units, and out to and including the main disconnect switch on underground service, and mast and weather head on overhead service.

5.25.5. **Telephone Lines and Telephone Jacks.** The contractor shall maintain existing lines and jacks with a minimum of two telephone lines and two telephone jacks in each accompanied housing unit. The contractor shall test and repair or replace all Government provided telephone lines and jacks as required. Lines originate at the telephone company's connection box and end at jacks (includes jacks) located inside the house. This service is covered under the basic contract. The contractor shall install additional lines and jacks as a separate contract line item. During COM the contractor shall ensure existing lines and jacks are functional. Abandoned lines shall be removed.

5.25.6. **Fire Alarm Systems.** The contractor shall maintain and repair all interior electrical circuitry and devices/components for the Fire Alarm Systems, from the point after the transponder box, to include battery systems and charger IAW the manufacturer's instructions. Contractor shall respond to fire alarm activation within 1 hour to reset the system and/or repair/replace defective components. The Contractor shall notify the Fire Department prior to starting any maintenance, and upon completion. All maintenance shall be in compliance with NFPA 72.

5.26. **UTILITY OUTAGES.** The contractor shall respond to all utility outages as emergencies. The contractor shall notify the QAE of scheduled utility outages at least 24 hours prior to the scheduled outages. The Government will notify the contractor of any Government directed utility outages. When it is necessary to

interrupt utilities for maintenance, the contractor shall notify the QAE and all affected occupants in writing, prior to the interruption. Regardless of cause, either scheduled or unscheduled, when utility service is reinstated the contractor shall light all pilot lights within 24 hours. The contractor shall schedule the shut off of utilities through Civil Engineers when required to work on service lines to housing units/quarters. The contractor shall follow current Operating Instructions for planning utility outages.

5.27. **DAMAGES REPAIR/REPLACEMENT**

5.27.1. **Occupant Damages.** The contractor shall be responsible to repair occupant caused damages. When the contractor suspects occupant abuse of facilities the contractor shall notify the QAE in writing the same or next duty day, and, provide a written cost estimate for repairs. When the dollar value exceeds \$50, the contractor shall repair or replace occupant-caused damages as a cost reimbursable item.

5.27.2. **Demolition/Repair.** The contractor shall be responsible for any demolition and repair needed for inspection or treatment of termites, rodent damage, removal of bees, insects, varmints, birds, etc. Demolition and repairs/replacement are requirements line items. (The criteria provided in para 5.22.3 shall apply to repairs caused by wood-destroying insects.) The contractor shall notify the Government when active bird nests are discovered to report to Environmental Management to verify if birds are protected by the Migratory Law.

5.27.3. **Disaster Damage Repair.** The contractor shall repair damage to facilities (other than maintenance and repair requirements already identified in this contract) caused by, but not limited to, fire, freezing, wind, or flooding and shall be accomplished as a requirements line item.

5.28. **ABANDONED QUARTERS AND MOBILE HOME PARK SPACES**

5.28.1. **Cleaning of Abandoned Quarters.** Contractor shall clean all abandoned units, regardless if COM is accomplished or not, as a requirements line item. The contractor will receive the units in an as-is condition. Cleaning will include the complete interior and exterior of the unit, including the removal of self-help items inside and out, and meet quality standards in TE-4.

5.28.2. **Mobile Home Park Spaces.** The contractor shall restore abandoned vacant lot. The contractor shall remove personal property, fill holes, level grounds, repair sprinklers, clean drive-way, cut grass, edge, rake, trim bushes, trim trees, remove sucker growth, clean driveway, clean trash and recycling cans, and remove all trash and debris.

5.29. **GROUNDS MAINTENANCE**

5.29.1. **Grounds Maintenance.** The contractor shall perform all operations necessary for grounds maintenance of improved and semi-improved housing areas, vacant units, and common grounds including fire breaks, drainage ditches, leach lines, and storm sewer grates to clean and to provide adequate runoff and meet quality standards in TE-4.

5.29.2. **Location.** The work area sites include all housing areas. All vacant units, Mobile Home Park vacant/abandoned spaces, the Housing Office (Building 6696), Buildings 6691, 6692, 6693 and 6694 including parking areas and the court yard, Area B Playgrounds, Area C Playgrounds, Area F Playground, Area G Playground, Area H Playground, Area I Playgrounds, Mobile Home Park Playground, defined common improved and semi-improved housing areas.

5.29.3. **Work Schedule.** The contractor shall submit to the QAE his proposed work schedule for coordination and approval, (TE 4, CDRL 008). Work schedule shall be submitted 10 days prior to the start of each month and shall indicate the planned grounds maintenance, service, location, and the dates service shall be accomplished for the entire month (all improved and semi-improved housing areas, playgrounds, and buildings). All areas other than vacant housing units shall be maintained on a weekly basis year-round. The QAE may require spot or follow-up services at any time. The schedule for servicing vacant housing units not in COM and vacant for more than 30 days shall be maintained weekly. Additional grounds clean up may be requested for special VIP routes as a requirements line item.

5.29.4. **Principal Features.** The work to be accomplished includes, but is not necessarily limited to, the following principal features:

5.29.4.1. Maintain lawns and adjacent areas a minimum of 8 feet beyond perimeter wall or grass line. Sod and hydro-seed shall come under a reimbursement line item. Labor shall be a part of the basic service.

5.29.4.2. Maintain shrubs, bushes, flowerbeds, trees, rock-scaped areas, and ground covers.

5.29.4.3. Irrigate grass, shrubs, trees and ground covers.

5.29.4.4. Maintain, operate, repair, replace or install new irrigation systems.

5.29.4.5. Maintain improved and semi-improved common areas throughout accompanied housing areas and the mobile home park.

5.29.5. **Disposal Area.** All green waste material, as applicable, shall be disposed of at the Edwards AFB Sanitary Landfill compost area approximately one mile from the housing area.

5.29.6. **Precautions.** The contractor shall take precautions to prevent rutting or tearing up lawns. Following rains, or when ground is soft, the contractor shall use only equipment that will not damage lawns. Contractor shall restore damaged areas at no expense to the Government. **Do not cut desert vegetation except as directed by the QAE.**

5.29.7. **Housing Area Playgrounds.** All playgrounds shall be policed daily and maintained IAW TE-4.

5.29.8. **Trees and Palm Trees.** All trees and palm trees shall be trimmed up to 8' by cutting dead branches and proper shaping of remaining branches. All trees shall be staked or unstaked, and guided to maintain proper growth as necessary or as directed by the QAE.

5.29.9. **Vacant Units.** The contractor shall maintain current and accurate records of each vacant housing unit by picking up an updated "Add and Delete" list at Building 6696 each morning. This list will be for information and record keeping purposes only, and will reflect the addresses of each newly vacated unit and the address of each unit no longer vacant. The date on the "Add and Delete" list will be used to calculate the frequency of services due or no longer required. Vacant COM units shall come under the basic contract. Vacant units not in COM and vacant for more than 30 days, are requirements line items. Vacant lawn service shall include principal features (reference Section C 5, Paragraph 5.29.4) and is a requirements line item. All grounds will present a neat and well-kept appearance after each servicing. The grounds of each vacant unit will consist of the same boundaries as that of occupied units within each housing area. The trimming of all shrubbery and trees shall be within 50 feet of the unit, half the distance from surrounding units, or from the unit to the center of the street.

5.29.10. **Perforated Pipe Drainage and Sump Pump Systems.** The contractor shall maintain and repair leech lines and French drainage systems (perforated pipe and segmented clay tile) by mechanically snaking once every six months to ensure proper drainage. Replacement or installation of new perforated pipe drainage lines is a requirements line item. The contractor shall maintain and repair sump pumps.

5.29.11. **Soil Delivery.** The contractor shall load and transport Government provided soil to the U-Fix-It Store and to individual housing units as required.

5.29.12. **Outdoor Volleyball Courts and Horseshoe Pits.** The contractor shall maintain the sand pit areas by tilling, weeding and replacing the sand with a clean beach sand material to maintain the playing areas in a safe, serviceable condition.

5.30. **IRRIGATION SYSTEM OPERATION, MAINTENANCE, REPAIR/REPLACEMENT**

5.30.1. **General Information.** In emergency periods the Government will be authorized to operate the timers or main valves to shut down systems to prevent damage to building or prevent excess water usage due to malfunctions.

5.30.2. **Maintenance, Repair, and Replacement of Irrigation Systems.** The contractor shall maintain, repair, and replace irrigation systems including reclaimed water systems domestic and effluent in accompanied housing units, playgrounds, semi-improved and improved housing common areas. Repair or replacement of existing irrigation systems of 50 LF or less shall come under the basic services. Repair work to the existing irrigation systems consists of locating and repairing or replacing defective and broken valves, anti-siphon valves, timer boxes, heads, pipes, hydraulic or electric control lines, risers, tees, and nipples, regardless of how deep the systems are placed in the ground. Water main corporation stops are the contractors responsibility and are requirements line items.

5.30.3. **Self-Help Installed.** The contractor shall be responsible for inspecting and approving all Self-Help-installed irrigation systems, including making water supply connections and final inspection of irrigation systems prior to occupant back-filling trenches.

5.30.4. **Install New Irrigation System.** Installation of irrigation systems is a requirements line item.

5.30.5. **Grass Irrigation.** Irrigation shall be accomplished by using the existing automatic or manual sprinkler systems, or by using contractor-furnished hoses and sprinklers. During the winter months, irrigation systems shall be shut off at the main sprinkler system shut-off valve to prevent freezing damage to the systems. The contractor shall still perform functional checks during this period and water as necessary to preserve healthy lawns. The frequency and duration of irrigation of grass areas shall be as required to maintain healthy growth and color in lawns. The contractor shall take special care to use alternate watering methods to prevent lawns from spotting and browning out. The application of water shall be controlled to avoid water waste during periods of inclement weather by temporarily shutting down systems as necessary.

5.30.6. **Shrub, Bush, and Tree Irrigation.** All shrub, bushes and trees shall be irrigated to maintain moisture and healthy growth. Existing wells shall be maintained as part of the basic contract. Newly constructed tree wells shall have a 5-gallon capacity and is a requirements line item.

5.30.7. **Watering Times.** Areas under automatic systems shall be operated between 7:30 p.m. and 5:30 a.m. during the summer months as required, or as directed by the QAE. Alternate watering methods shall be used when systems are under repair or more water is necessary to preserve healthy lawns. All irrigation shall be performed so as not to cause interference with public or recreational activities. In extreme heat conditions additional watering may be required to maintain a green lawn.

5.30.8. **Vacant Units.** Vacant units shall be watered as often as needed to maintain healthy and green lawns. The length of each watering shall be as necessary to keep lawns healthy and green. Irrigation shall be accomplished by using the existing in-place system or by using contractor-furnished hoses and sprinklers. The application of water shall be controlled to avoid erosion and waste. During the dormant season, vacant units shall be watered at least once a week, depending on weather conditions. The contractor shall repair and maintain the irrigation system at each unit in good working condition at all times.

5.31. **MASONRY WORK.** The contractor shall inspect, maintain, repair or replace all masonry block walls, brickwork, and pavers to provide a safe and usable condition. The inspections will be accomplished during COM and Annual Exterior Maintenance. On repairs and/or replacements, all debris will be deposited at the Sanitary Landfill area. Replacement is a requirements line item, and shall be accomplished IAW TE 4.

5.32. **CONCRETE AND ASPHALT.** The contractor shall repair or replace defective areas of pavement, parking areas, driveways, sidewalks and curbs as identified during exterior inspections, COM, or as service calls. The contractor shall be responsible for maintenance, repair, and replacement of patios and sub-floors as basic service. For driveways, sidewalks, patios, pads, and sub-floors, replacement of square footage over 75 square feet is a requirements line item, and shall be accomplished IAW TE-4. The contractor shall be responsible for installation of new concrete such as sidewalks, handicap access to existing sidewalks and Mobile Home Park pads in new areas.

5.33. **SIGNAGE.**

5.33.1. **General.** The contractor shall inspect, maintain, repair, replace, and install as required all traffic control, directional, informational, and name signs including sign posts (brown background) and mounting hardware, in accompanied housing areas in compliance with the current AFFTC Sign Standard and 95 CEG Operating Instruction (OI) 88-1. Replacement or installation of new signs is a requirements line item.

5.33.2. **House Numbers.** Missing, deteriorated, or damaged house numbers shall be replaced with numbers matching existing numbers. Identification numbers shall be of the same size, color, and style as the existing numbers. Damaged or deteriorated Address-O-Lite fixtures shall be repaired or replaced with a unit of the same type, size and quality.

5.33.3. **Nameplates and Holders.** Missing or damaged nameplates and nameplate holders shall be replaced with holders of the same type, size, and quality.

5.34. **FENCES.**

5.34.1 **Existing Government Installed Fences.** The contractor shall inspect maintain and repair or replace damaged, missing, or deteriorated fencing, (wood, chain link, or other material) existing fences and gates with like items to maintain the standards in TE 4. Replacement is a requirements line item.

5.34.2. **New Fences.** The contractor is to install new fencing as a requirements line item.

5.35. **INTERIOR BUILDING ACCESSORIES**

5.35.1. **Floors.** Floor maintenance may include resilient floor covering, ceramic tile, wood or carpet. Damaged or deteriorated flooring shall be repaired or replaced to provide a uniform, aesthetic surface to match existing when applicable IAW with this contract and standard practices of the trade. The contractor shall re-inspect exposed portions of the substructure during repair or replacement activity. Any structural damage or deterioration shall be repaired. When floors have been flooded, the contractor shall remove the water from the floor to prevent damaging the floors or sub flooring (including carpets). Floors shall be maintained to the standards listed in TE-4.

5.35.2. **Interior Window Treatments.**

5.35.2.1 Venetian Blinds/Mini Blinds, and Verticals. Venetian/mini blinds and verticals shall be restored to an operating condition. Cracked or damaged slats shall be replaced. Worn cords shall be replaced. Soiled or worn tapes shall be replaced.

5.35.2.2 Traverse Curtain Rods. Sagging and non-functioning rods shall be restored to an operating condition. If beyond repair, rods shall not be replaced.

5.35.2.3. Window Shade. Non-functioning shades shall be restored to operating condition; any shades beyond repair or soiled, worn, torn, shall be replaced. Provide new shade(s) at the location where the shade(s) are identified as missing.

5.35.3. **Door/Window Glass.** All thermal paned glass shall be maintained to retain its thermal integrity. The contractor shall use safety glass to repair or replace cracked or broken glass.

5.35.4. **Bathroom Fixtures and Accessories.** Bathroom fixtures and accessories including, but not limited to water closets, bathtubs, shower stalls, lavatories, and medicine cabinets shall be maintained in a safe and esthetically pleasing condition. Damaged, cracked or deteriorated caulking shall be removed and replaced with a white or clear silicone base sealant. Fixtures shall be replaced by the contractor when missing, damaged, rusted, pitted, deteriorated, or when directed by the QAE.

5.35.5. **Smoke Detectors.** Contractor shall inspect annually during heater turn-on, replace battery, clean, test, and ensure each unit is in operational order and responds to both the canned smoke and the test button. The contractor shall replace non-operational units.

5.35.6. **Carbon Monoxide Detectors.**

5.35.6.1. The contractor shall inspect annually and ensure each unit is in operational condition.

5.35.6.2. The contractor shall replace the sensor pack in odd number years during heater turn-on, COM or service call.

5.35.7. **Fire Extinguishers.** The contractor shall check each unit to assure proper charge. The contractor shall be responsible for the pickup and delivery to the base fire department, of empty cylinders, in lots of ten or

more, to be refilled at no cost to the contractor. The contractor shall replace/install missing/defective fire extinguishers as part of the basic services.

5.35.8. Fireplace and Chimneys. Contractor shall inspect and maintain fireplace structures in accompanied housing. The contractor shall clean fireplace chimneys, biannually, in even-numbered years, IAW National Fire Protection Association Code, Standard #211, as part of the basic services. Chimney flue, firebox, damper, and ash dump shall be free of ashes. Grates, gas valve handles, and 4 piece fireplace sets shall be repaired or replaced as needed

5.35.9. Other Equipment. The contractor shall maintain equipment to operate at the original design capacity and performance of the intended function. Examples of type of equipment items that are included under this section are listed below:

- 5.35.9.1. Exhaust Fans,
- 5.35.9.2. Ceiling fans,
- 5.35.9.3. Door Bells,
- 5.35.9.4. Roof ventilators,
- 5.35.9.5. Garbage Disposals,
- 5.35.9.6. Built-in Dishwashers,
- 5.35.9.7. Remote Control Switches.

5.36. EXTERIOR ACCESSORIES, AND STORAGE STRUCTURES

5.36.1. Balconies, Porches, Carports, Pavilions and Exterior Storage Structures. Damaged, missing, defective, or badly deteriorated portions of exterior steps, landings, railings, posts, carports, awnings, patio covers, and exterior storage facilities shall be replaced or repaired to a safe and usable condition. Loose items, such as railings, shall be secured. Damaged or deteriorated exterior floors/slabs and walls shall be repaired.

5.36.2. Clotheslines. Damaged or missing clotheslines and supporting structures and accessories shall be repaired or replaced. Replacement items shall be of the same size, type and quality.

5.36.3. Mailboxes. Missing or damaged mailboxes shall be replaced with mailboxes of the same type and quality.

5.36.4. Structural Wood. Damaged and deteriorated structural wood shall be repaired or replaced (with grade #2 wood, minimum) to provide a safe and usable facility. The contractor shall restore any items displaced during structural wood replacement at no additional cost to the Government.

5.36.5. Doors, Windows, and Related Hardware. Repair or replace to a safe, functional, and aesthetically acceptable condition all deteriorated damaged, missing, or malfunctioning doors, windows, and related hardware. Rusted hardware shall be replaced.

5.36.5.1. Glazing. Replacement glass shall be installed according to the Flat Glass Marketing Association "Glazing Manual".

5.36.5.2. Weather Stripping. Damaged, missing, or deteriorated weather-stripping shall be replaced according to the manufacturer's recommendations.

5.36.5.3. Screen Doors. Damaged, deteriorated or missing screen doors shall be repaired or replaced with new material.

5.36.6. Stairs and Handrail Components. Stairs and handrail components shall be maintained in a safe and structurally sound condition.

5.36.7. **Hose Bibs.** Leaking faucets, broken handles, and other defects shall be repaired. Slabs near hose bibs shall be checked for evidence of leakage inside the wall. These leaks shall be repaired or replaced as required. Repair or replace bug proof seal (when installed).

5.36.8. **Splash Blocks.** Broken or missing splash blocks shall be replaced and set so as to drain water away from the foundation. Existing splash blocks shall be reset to ensure water drains away from the foundation.

5.36.9. **Pavement Blocks/Bumper Blocks.** Maintain accurate and legible numbering of blocks where required. Replace deteriorated blocks.

5.37. **ACCOMPANIED HOUSING U-FIX-IT STORE**

5.37.1. **Location.** The contractor shall operate the U-Fix-It-Store in its existing location, Building 6692.

5.37.2. **Hours of Operation.** The store shall be open for use at a minimum between the hours of 8:00 a.m. and 5:00 p.m., Wednesday through Sunday, except for Federally observed holidays. The store may be closed on Mondays and Tuesdays.

5.37.2.1. **Change of Hours.** Changes to these hours must be approved by the Base Civil Engineer upon written request from the contractor to the CO. Such requests must include the rationale for the requested changes and be submitted at least two weeks prior to the desired implementation date to permit adequate staffing and publicity.

5.37.3. **Store Stock.** Contractor must maintain minimum stock for issue to housing occupants. The lists of items that must be stocked are shown in TEs 3c and 7a. It also shows minimum quantities that shall be available for issue at the start of each business day. Existing store stock will be transferred to the contractor, at start of contract.

5.37.4. **Stock Replenishment.** The contractor shall be responsible for replenishing store stock as required to maintain minimum quantities shown in TE-7a. The Government will reimburse replenishment costs for TEs 3c and 7a under a reimbursable item, based on monthly contractor billings that include supplier invoice. No reimbursement will be made for other items since their issue merely allows voluntary occupant accomplishment of maintenance work that is already a responsibility of the contractor under the basic service. The contractor shall include store stock supplies in the Annual Inventory report required by TE 2, CDRL 010.

5.37.5. **Tools for Loan.** Contractor shall furnish and maintain grounds maintenance equipment listed in TE 7b. Loan equipment shall be issued utilizing AF Form 1297, Temporary Hand Receipt, which will be provided by the Government. Equipment will be loaned for no longer than two days and the contractor will contact customers who are late in returning equipment. Situations involving longer loan periods or difficulty in securing return of equipment shall be referred to the QAE for disposition.

5.37.6. **Control of Issues.**

5.37.6.1. Issues can only be made to current occupants of Housing units on Edwards AFB. The on-base Mobile Home Park (MHP) may be issued lawn irrigation and lawn care supplies (TE 3c, Items 73 through 114 and TE 7a), and may obtain tools for loan. Each month the QAE will provide the contractor with a list of authorized customers residing in the Housing and MHP areas. The contractor will check customer identification cards and match the identification with the current authorized list prior to issue of material or loan of equipment. Questionable situations will be referred to the QAE for resolution.

5.37.6.2. Records for stock issues shall be maintained for accompanied housing and the mobile home park showing the item, quantity, date issued, and also bear the signature of the customer receiving the stock. These receipts shall be given to the QAE in the morning of the first work day following the actual transaction. Individual issue records shall be maintained and made available for QAE review. In addition, a simple log of

store issues shall be prepared and permanently retained. This log will show as a minimum the date, item, quantity issued, and to whom issued. Should abnormal/excessive issues for any particular customer be suspected, the matter shall be referred to the QAE for disposition. Self-Help sprinkler installation parts issued on approved AF Form 332 shall require an additional receipt bearing the same information as the stock issue record.

5.37.6.3. The contractor shall maintain a separate individual record for each housing unit by address documenting items issued. Current occupant shall sign for issues. The Housing Office shall provide a current list of occupants to the contractor weekly. The contractor shall notify the QAE if an occupant appears to be requesting excessive amounts of supplies.

5.38. STREET SWEEPING

5.38.1. **Requirement.** The contractor shall provide all personnel, street sweeping equipment, tools, materials, supervision, and other items and services necessary to perform street sweeping on a bi-weekly basis throughout accompanied housing areas. Sweeper shall remove all dirt, leaves, and other debris from the entire pavement surface including the curbs and gutters. Water shall be used to control dust. **The contractor will be allowed to fill sweeper trucks with water at a designated location within one mile of the housing area. The contractor is responsible for removal of debris collected by street sweeping from the base.**

5.38.2. **Locations.** Areas to be swept are located in Accompanied Housing Areas. The Accompanied areas include areas A, B, C, E, F, G, H and I. Also included are Bailey Avenue, Payne Avenue, Fitzgerald Boulevard, and Forbes Avenue. The Unaccompanied housing areas to be swept are Area D, Hospital Road, including hospital access roads and surrounding parking areas, and the hospital dormitory parking area at Bldg. 5510.

5.39. **ASBESTOS**

5.39.1. **General.** The contractor shall comply with the Air Force Flight Test Center Environmental Management Base Asbestos Coordinator (AFFTC/EM BAC) procedures. All applicable federal, state, county, and local regulations shall be adhered to.

5.39.2. **Removal and Disposal.** The contractor shall safely and legally sample, analyze, and abate asbestos containing material (ACM) from Edwards AFB accompanied housing when required. Removal and disposal of more than 20 square feet of asbestos containing materials is a requirements line item. Testing of materials in quantities of 21 or more samples per day is a requirements line item. The contractor shall comply with Title 8 CCR, Section 1787 of the Business and Profession Code, as amended February 8, 1996.

5.39.3. **Submittals.** The written approval of AFFTC/EM BAC is required for submittals with an "AFFTC/EM BAC" or "95 AMDS/SGPB" designation prior to commencement of work.

5.39.3.1. **Asbestos Abatement Plan.** The asbestos abatement plan shall be submitted at least 15 working days prior to the start of contract.

5.39.3.2. **Safety Plan.** Submit a written Safety Plan at least 15 working days prior to starting work.

5.39.3.3. **All other documentation required by Federal, State, and local regulations, i.e. licensing, employee health records, fit tests, etc. shall be submitted prior to starting work.**

5.40. **LEAD-BASED PAINT**

5.40.1. **General.** The work covered by this section includes the handling and disposal of lead-based-paint (LBP) containing materials which are encountered during demolition, repair, and construction projects and describes procedures and equipment required to protect workers and occupants of the work area from contact with airborne LBP dust and debris. The contractor shall safely and legally sample, analyze, and abate LBP containing material from Edwards AFB accompanied housing when required. Removal and disposal of more than 20 square feet of LBP containing materials is a requirements line item. Testing of materials in quantities of 100 or more samples per day is a requirements line item. Currently there are no federal health based standards for lead in paint, soil, and dust. Although the LBP Hazard Reduction Act of 1992, Title X, requires the Environmental Protection Agency (EPA) to define lead contaminated dust, paint, and soil by 1994, the guidelines have not been made available for this contract. The Air Force Flight Test Center Policy is to follow all HUD, State, and local guidelines that apply to housing.

5.40.2. **Submittals.**

5.40.2.1. The Air Force Flight Test Center Lead-Based Paint Coordinator's (95 AMDS/SGPB) written approval is required for submittals with a "95 AMDS/SGPB" designation prior to commencement of work. The Air Force Flight Test Center Environmental coordinator's written approval (AFFTC/EM) is required for submittals with an "AFFTC/EM BAC" designation prior to commencement of work. The following shall be submitted to the CO for acceptance.

5.40.2.2. **Lead-Based Paint Abatement Plan.** The lead-based paint abatement plan shall be submitted at least 15 working days prior to the start of work.

5.40.2.3. **Safety Plan.** Submit a written Safety Plan at least 15 working days prior to starting work.

5.40.2.4. **All other documentation required by Federal, State, and local, i.e. licensing, employee health records, fit tests, etc. shall be submitted prior to starting work.**

5.41. **MAJOR/MINOR REPAIR PROJECTS.** The government may require special improvements, i.e. minor repair, and major repair by replacement projects to ensure health, safety, restore structural integrity, or provide quality of life enhancements, for example; occupant installed fence removal,, replacement of an entire kitchen, bathroom, etc. Upon the request of the QAE, the contractor shall prepare and submit a labor hour estimate and material cost estimate for the work requested. **(Reference priced exhibits)**.

SECTION C-6

APPLICABLE PUBLICATIONS AND FORMS

6. GENERAL INFORMATION

Documents applicable to this contract are listed below. The contractor is obligated to follow these documents to the extent they are applicable to the work required by the contract. The listed publications and initial supply of listed forms shall be available at the start of the first operational performance period. It is the responsibility of the contractor to establish requirements with the Publication Distribution Office. Supplements or amendments to these mandatory publications may be issued during the life of the contract and it is the contractor's responsibility to ensure that all publications are posted and up to date.

6.1. RESPONSIBILITIES

All tasks set forth in the contract are the responsibility of the contractor except where wording of the contract explicitly makes the performance a Government responsibility. It is recognized that in conjunction with many tasks set forth therein reference is made to Department of Defense, Air Force, Air Force Material Command, and other directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance. It is also recognized that because such referenced documents have been written with a view toward performance by Government personnel, they may contain language which indicates performance is to be by Government personnel. Whenever such directives, regulations, manuals, pamphlets, technical orders, instructions, and other guidance are referenced, the contractor is to use such references as direction (coded mandatory) or guidance (coded advisory) as appropriate in the performance of the required duties set forth herein and in other sections of the contract as if such references had been written toward performance by contractor personnel.

6.2. REQUIREMENTS

The contractor shall be bound to perform the contract by accomplishing the tasks set forth therein and in the cited references required by this section of the contract provided that:

6.2.1. Should there be a conflict between the contract and references, the contract shall control.

6.2.2. Should there be a conflict between or among two or more such references, those coded as mandatory by the contract shall control over those coded advisory; between or among those similarly coded, those issued by a higher authority shall control over those issued by a lower authority; and between or among those issued at the same level of authority, those with a later date of issue shall control over those with earlier dates of issue.

6.2.3. Any duty set forth in such reference shall call for the exercise of non-delegable discretionary Governmental authority and shall be subject to the final approval of the Government official having such authority, notwithstanding that the contractor may be required to perform duties and render advice at a level below such final approval.

<u>Publication No. Section/Para/Line</u>	<u>Title</u>	<u>Date</u>	<u>Mandatory</u>	<u>Advisory</u>
95 CEG Operating Instruction 88-1	Exterior/Interior Signage	Mar 95	M	
AFFTCP 85-6.	Desert Landscaping	8 Jul 77		A
AFH 32-6009	Housing Handbook	Jun 96	M	
AFI 31-209	The AF Resource Protection Program	Nov 94	M	
AFI 32-1031	Operations Management	Mar 94	M	
AFI 32-2001	The Fire Protection Operations and Fire Prevention Program	Mar 94	M	
AFI 32-6001	Family Housing Management	Apr 94	M	
AFI 64-106	Air Force Industrial Labor Relations Activities	Mar 94		A
AFI 91-202	U.S. Air Force Mishap Program	Jul 94	M	
AFI 91-301	Air Force Occupational and Environmental Safety, Fire Prevention, and Health Program	May 94		A
AFMAN 23-110, v.2	Base Supply Customer's Procedures	Oct 98	M	
AFMAN 37-139	Records Disposition Schedule	Mar 96	M	

AFR 125-14	Motor Vehicle Traffic Supervision	Jul 88	M	
DODI 3020.37	Continuation of Essential DOD Contractor Services During Crisis	Nov 90		A
TO-00-25-211	Repair Allowances and Replacement Criteria for Quarters Furniture, Equipment, and Appliances	30 Jan 85	M	

Air Force Family Housing Carpet and Drapery Policies

6.3. REFERENCE STANDARDS

- A. American National Standards Institute (ANSI)
- B. American Society for Testing and Materials (ASTM)
- C. Code of Federal Regulations (CFR 1995)
- D. California Code of Regulations (CCR)
- E. National Fire Protection Association (NFPA)
- F. California Occupational Safety and Health Administration (CAL-OSHA)
- G. National Electric Code (NEC)
- H. National Institute of Occupational Safety and Health (NIOSH)
- I. Underwriters Laboratories (UL):
- J. Air Force Occupational Safety and Health (AFOSH):
- K. Uniform Plumbing Code (UPC)
- L. California Labor Code Section 6401.7 (1995)
- M. Kern County Air Pollution Control District Rules (1995)
Including 306 (1993) and 423 (1995)

40 CFR 61, Subpart M National Emission Standard for Hazardous Air Pollutants Rule 1403 Kern
County Air Pollution Control District
- N. Environmental Protection Agency (EPA)

EPA 560/5 - 85-024 (1985) Guidance for Controlling Asbestos Containing Materials in
Buildings

EPA 340/1 -90-018 (1990) Asbestos NESHAP Regulated Asbestos Containing Materials
Guidance

EPA Section 608 (1993) Clean Air Act

O. **Other References:**

Federal Register, 18 April 1990, Vol. 55, No. 75, Department of Housing and Urban Development (HUD).

Federal Register (FR) Publication (1992):
52 FR 171 Asbestos Containing Materials in Schools

Federal Register (FR) Publication (1995)
60 FR 47248 EPA Guidance on Residential Lead Hazard Standards
(TSCA Section 403)

Lead-Based Paint: Interim Guidelines for Hazard Identification and Abatement in Public and Indian Housing, as amended, September 1991.

Title 42, U.S.C. Section 4822, as amended, Lead-Based Paint Poisoning Prevention Act (LBPPPA) of 1988

15 U.S.C. 2601 et seq., The Toxic Substances Control Act (TSCA)

6.4. **FORMS**

<u>Form No</u>	<u>Title</u>	<u>Date</u>
AF Form 103	Base Civil Engineering Work Clearance Request	Aug 94
AF Form 332	BCE Work Request	Jan 91
AF Form 370	Contractor Performance Report	Oct 83
AF Form 714	Customer Complaint Record	Jan 85
AF Form 1109	Visitor Register	Jan 90
AF Form 1219	BCE Multi-Craft Job Order	Feb 84
AF Form 1297	Hand Receipt	Jul 87
AF Form 1879	BCE Job Order	Feb 83
AF Form 3000	Material Approval Submittal	Sep 91
CEH Form 5110	Contract Line Item Number Authorization	Feb 95
CEHCC	Customer Concerns	Jul 96
DD Form 1423	Contract Data Requirements List	Jun 90

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**TECHNICAL EXHIBIT 1
SERVICE DELIVERY SUMMARY (SDS)**

ACCOMPANIED

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TECHNICAL EXHIBIT 1
SERVICE DELIVERY SUMMARY

1. SERVICE DELIVERY SUMMARY

The purpose of this Technical Exhibit is to define performance evaluation.

1.1. List the contract requirements that the Government will surveil (column 1). The absence of any contract requirement from the SDS shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract, including the clauses entitled "Inspection of Services" and "Default."

1.2. Define the standard of performance listed for each service (column 2).

1.3. Set forth the surveillance methods the Government will use to evaluate the contractor's performance in meeting contract standards for the listed tasks (column 3).

1.4. All categories rated will affect award fee determination (column 4).

2. GOVERNMENT QUALITY ASSURANCE

Contractor performance shall be compared to the contract objectives and performance threshold. The Government may use a variety of surveillance methods to evaluate the contractor's performance to determine if it meets contract objectives. The methods of surveillance that may be used are:

2.1. Random sampling of recurring service.

2.2. One hundred percent inspection of the output items.

2.3. Periodic surveillance of the processes and output items (daily, weekly, monthly, quarterly, semiannually, or annually) as determined necessary to assure a sufficient evaluation of Contractor performance.

2.4. Contractor metrics.

3. PERFORMANCE EVALUATION

Performance of a service will be evaluated to determine whether or not it meets the performance requirements of the contract.

SERVICE DELIVERY SUMMARY

Objective	Performance Threshold	Method of Surveillance	Incentive
Maintain facility files PWS (C-5.3)	Maintain Facility files for each unit, file job orders within 7 days of QAE review, purge annually	Random Sampling	AWARD FEE
Maintain Master Appliance Listing PWS (C-5.4.1)	Maintain government Master Appliance Listings, updating master within 7 days of change-out	100% Inspections can be reduced when performance is sustained at an outstanding level	AWARD FEE
Major/Minor Repair PWS (C-5.41)	Complete cost estimate within 5 working days or less, schedule, and complete project within the negotiated time lines.	100% Inspections can be reduced when performance is sustained at an outstanding level	AWARD FEE
Perform Change of Occupancy Maintenance and repair including all requirements CLINS PWS (C-5.9, 5.10)	Schedule, perform as-is, minor/major paint and repair and complete CLIN's within the scheduled times meeting the quality standards IAW TE-4, and standard practices of the trades	100% Inspections can be reduced when performance is sustained at an outstanding level	AWARD FEE
Perform QC Report. Perform Quality Control Inspections on requirements of the PWS (C-1.3)	Schedule, perform and document Quality Control Inspection on requirements performed IAW PWS. Submit a monthly summary report of findings, and if necessary corrective actions being taken	100% Inspections can be reduced when performance is sustained at an outstanding level	AWARD FEE
Grounds Maintenance PWS (C-5.29, 5.30)	Perform grounds maintenance of Improved and semi-improved areas of housing, playgrounds, fire breaks, drainage ditches, leach lines and vacant units IAW TE-4, and standard practices of the trade	Periodic	AWARD FEE
U-Fix-It Store Operation and Stock PWS (C-5.37)	Operate the store IAW the contract operation hours. Maintain minimum stock for issue IAW TE-3c and TE-4 and standard practices of the trade	Random Sampling	AWARD FEE
Asbestos and Lead Based Paint PWS (C-5.39, 5.40)	Sample, analyze, remove and dispose of asbestos and lead based paint IAW Section C-5.39, 5.40, and all Federal, State and local regulations	Random Sampling	AWARD FEE
Service Calls PWS (C-5.6)	Receive, categorize, and perform service calls IAW C-5.6, TE-4, TE-5 and the standard practices of the trade.	Contractor Metric	AWARD FEE
Street Sweeping PWS (C-5.38))	Schedule, perform street sweeping in housing areas to provide a clean debris-free pavement surface IAW standard practices of the trade	Periodic	AWARD FEE

WORKLOAD ESTIMATES

All charts and estimated data are provided as a guide to the contractor in estimating manpower, workload, and for scheduling requirements. As such, they are only estimates and variations shall not constitute grounds for a claim against the government.

VARIATION IN CONTRACT WORKLOAD

a. If the quantities of housing units to be maintained change (either increase or decrease) from the quantity shown in Section B "Supplies or Services and Pricing/Costs" or the PWS, an adjustment will be made to the monthly price. This adjustment shall be applied when the number of units available for maintenance changes due to a housing modernization contract where another contractor takes full responsibility for the housing unit(s) for 30 days or more, or are deactivated for any other reason.

b. The government shall provide the contractor 30 days notice prior to adding or deleting units for maintenance and the adjustment will be effective on the day the unit(s) are added or deleted from service.

c. The amount of adjustment is determined by dividing the number of units cited in the schedule or PWS into the monthly price, then multiplying that figure by the number of units to be added or removed from service. Where units are added or deleted during a given month, the price is adjusted by the number of calendar service days applicable.

Example

Schedule B

<u>Type of Service</u>	<u>Est. Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
Maintenance of 500 MFH units	12	Month	\$20,000	\$240,000

For example, on 15 May 99 you identify 50 units for renovation that need to be removed from the maintenance service contract for 35 days starting on 20 June 99.

$\$20,000/500 \text{ units} = \$40 \text{ per month per unit.}$

$\$40 \times 50 \text{ units removed} = \$2,000 \text{ per month for 50 units.}$

$\$2,000/30 \text{ days (average number of days per month)} = \$66.67 \text{ per day for 50 units.}$

$\$66.67 \times 35 \text{ days} = \$2,333.33 \text{ deducted from the contract price.}$

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TECHNICAL EXHIBIT 2
CDRL'S/DID'S
ACCOMPANIED

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**TECHNICAL EXHIBIT 2
REQUIRED REPORTS**

CONTRACT DATA REQUIREMENTS LIST (CDRL)

ACCOMPANIED HOUSING

(See DD Form 1423s)

<u>CDRL NO.</u>	<u>TITLE</u>
001	Quality Control Report, Monthly
002	Management of Government Property
003	General Officer Quarters Cost Report
004	Housing Maintenance Cost Report
005	Master Appliance Report
006	Exterior Facility Inspection Schedule
007	Recurring Equipment Inspection Schedule
008	Grounds Maintenance Work Schedule
009	Grounds Maintenance Daily Report
010	Annual Inventory
011	U-Fix-It Store Cost Report (Accompanied Housing and Mobile Home Park)
012	Mobile Home Cost Report

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT 4		C. CATEGORY: TDP TM OTHER		
D. SYSTEM/ITEM			E. CONTRACT/PR NO. F04611-00-D-0047		F. CONTRACTOR	
1. DATA ITEM NO. 001	2. TITLE OF DATA ITEM QUALITY CONTROL REPORT, MONTHLY			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-1, Para 1.3		6. REQUIRING OFFICE 95 CEG/CEH	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE As required	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES	
16. REMARKS Blk 12: 5 Days after award; Blk 13: As required by the 5th day of the month. Revisions as required - changes to processes or contract, to maintain the highest level of quality control. ACCOMPANIED HOUSING			95 CEG/CEH		Draft Final	
					Reg	Repro
					1	1
15. TOTAL →					1 1	
1. DATA ITEM NO. 002	2. TITLE OF DATA ITEM MANAGEMENT OF GOVERNMENT PROPERTY			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-3, Para 3.1.4		6. REQUIRING OFFICE 95 CEG/CEH	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE As required	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES	
16. REMARKS Blk 12: Preperformance; Blk 13: As changes occur. Report to be delivered at the preperformance meeting. ACCOMPANIED HOUSING			95 CEG/CEH		Draft Final	
					Reg	Repro
					1	
15. TOTAL →					1 1	
1. DATA ITEM NO. 003	2. TITLE OF DATA ITEM GENERAL OFFICERS QUARTERS COST			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.2.5		6. REQUIRING OFFICE 95 CEG/CEH	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE COB end mo/ytd	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES	
16. REMARKS Blk 12/13: Date required as of the 5th of each month. ACCOMPANIED HOUSING			95 CEG/CEH 95 CEG/CERF		Draft Final	
					Reg	Repro
					1 2	1
15. TOTAL →					1 3	
1. DATA ITEM NO. 004	2. TITLE OF DATA ITEM HOUSING MAINTENANCE COST REPORT			3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.2.5		6. REQUIRING OFFICE 95 CEG/CEH	
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE COB end mo/ytd	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES	
16. REMARKS Blk 12/13: Date required as of the 5th of each month. ACCOMPANIED HOUSING			95 CEG/CEH		Draft Final	
					Reg	Repro
					1 1	
15. TOTAL →					1 1	
G. PREPARED BY <i>Sarah Ellen Jones</i>		H. DATE		I. APPROVED BY <i>Sarah Ellen Jones</i>		
				J. DATE		

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

CONTRACT DATA REQUIREMENTS LIST

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D. SYSTEM/ITEM			E. CONTRACT/PR NO. F04611-00-D-0047		F. CONTRACTOR
1. DATA ITEM NO. 005	2. TITLE OF DATA ITEM MASTER APPLIANCE REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.4.1		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION
8. APP CODE		11. AS OF DATE COB end of mth	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES
					Draft Final
					Reg Repro
16. REMARKS Blk 12/13: Required by the 5th workday of each month.			95 CEG/CEH		1 1
ACCOMPANIED HOUSING			15. TOTAL →		1 1
1. DATA ITEM NO. 006	2. TITLE OF DATA ITEM EXTERIOR FACILITY INSPECTION SCHEDULE			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.23.1		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION
8. APP CODE		11. AS OF DATE 1 May - 31 Aug	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES
					Draft Final
					Reg Repro
16. REMARKS Blk 12: 2 weeks prior to contract start date; Blk 13: 2 weeks before start of year.			95 CEG/CEH		1 1
Schedule inspections for May, June, July, and August.					
ACCOMPANIED HOUSING			15. TOTAL →		1 1
1. DATA ITEM NO. 007	2. TITLE OF DATA ITEM RECURRING EQUIPMENT INSPECTION SCHED.			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.24.1		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION
8. APP CODE		11. AS OF DATE As required	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES
					Draft Final
					Reg Repro
16. REMARKS Blk 12: 2 weeks prior to contract start date; Blk 13: 2 weeks before start of year.			95 CEG/CEH		1 1
ACCCOMPANIED HOUSING			15. TOTAL →		1 1
1. DATA ITEM NO. 008	2. TITLE OF DATA ITEM GROUNDS MAINTENANCE WORK SCHEDULE			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.29.3		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION
8. APP CODE		11. AS OF DATE 1st of ea month	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE b. COPIES
					Draft Final
					Reg Repro
16. REMARKS Blk 12: 2 weeks prior to contract start; Blk 13: 10 days prior to next month.			95 CEG/CEH		1 1
Scheduling work plan allows for proper coverage.					
ACCOMPANIED HOUSING			15. TOTAL →		1 1
G. PREPARED BY <i>Sarah Ellen Jones</i>			H. DATE	I. APPROVED BY <i>Sarah Ellen Jones</i>	J. DATE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

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DD Form 1423, JUN 90 (EF)

PREVIOUS EDITIONS ARE OBSOLETE.

Page 2 of 3 Pages

F04611-00-D-0047

Technical Exhibit 2

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CONTRACT DATA REQUIREMENTS LIST

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT 4		C. CATEGORY: TDP TM OTHER	
D. SYSTEM/ITEM			E. CONTRACT/PR NO. F04611-00-D-0047		F. CONTRACTOR
1. DATA ITEM NO. 009	2. TITLE OF DATA ITEM GROUNDS MAINTENANCE DAILY REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.2.6.3		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Daily	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE Contract start	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Blk 12: 2nd day; Blk 13: Daily. QAE will use to verify daily services.				95 CEG/CEH	1 1
ACOMPANIED HOUSING				15. TOTAL →	1 1
1. DATA ITEM NO. 010	2. TITLE OF DATA ITEM ANNUAL INVENTORY			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-3, Para 3.1.4.2		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annual	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE As required	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Blk 12: Contract start; Blk 13: annually. Report due 5 workdays after completion of annual inventory.				95 CEG/CEH	1
ACCOMPANIED HOUSING				15. TOTAL →	1
1. DATA ITEM NO. 011	2. TITLE OF DATA ITEM U-FIX-IT STORE COST REPORT			3. SUBTITLE ACCOMPANIED HSG & MHP	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.2.6.2		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE End of month	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Blk 12: 2nd month; Blk 13: 5th of each month To be incorporated into CE BUFUS report, provide by 5th workday of the following month.				95 CEG/CEH	1 1
ACCOMPANIED HOUSING				795 CES/CEZ	1
15. TOTAL →				2	1
1. DATA ITEM NO. 012	2. TITLE OF DATA ITEM MOBILE HOME COST REPORT			3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE C-5, Para 5.11		6. REQUIRING OFFICE 95 CEG/CEH
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE 5th of month	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Final Reg Repro
16. REMARKS Blk 12: By 2nd of the month; Blk 13: 5th of each month. Costs tracked and reported to CE Funds Management.				95 CEG/CEH	1 1
ACCOMPANIED HOUSING				95 CEG/CERF	1
15. TOTAL →				1	2
G. PREPARED BY <i>Sarah Ellen Jones</i>		H. DATE		I. APPROVED BY <i>Sarah Ellen Jones</i>	
				J. DATE	

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE ACCOMPANIED HOUSING Quality Control Report, Monthly			2. IDENTIFICATION NUMBER 001	
3. DESCRIPTION/PURPOSE The Quality Control Report shall address the requirements of the PWS inspections, findings, and action taken to correct the problems identified.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP This Quality Control Plan ensures that internal company procedures are available and used to provide quality performance to the government at all times.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS A written Quality Control Report shall be prepared addressing the requirements of the PWS inspections, findings and action taken (if necessary) to correct any deficiencies identified. Submit report by the 5th of each month.				
11. DISTRIBUTION STATEMENT				

F04611-00-D-0047

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE ACCOMPANIED HOUSING Management of Government Property			2. IDENTIFICATION NUMBER 002	
3. DESCRIPTION/PURPOSE The contractor shall establish a written document for the care, control, and protection of all Government property. Section C-3, Para 3.1.4.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP The government is required to maintain control of all government property.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS The Property Control System shall be in writing and turned over to the Contracting Officer at the preperformance meeting. An approved working system shall be implemented at least 2 weeks prior to the contract start date.				
11. DISTRIBUTION STATEMENT				
F04611-00-D-0047				

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE
ACCOMPANIED HOUSING
General Officers Quarters (GOQ) Cost Report

2. IDENTIFICATION NUMBER
003

3. DESCRIPTION/PURPOSE

The report shall contain all of the following information for each job order accomplished at the GOQ: address, work description, total manhours used, and total cost of materials. An entry shall be accomplished for each job order. The purpose of this report is to provide cost information on each GOQ.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

Costs for maintaining GOQ,s are subject ot statutory limitations. This information is required to determine that costs conform to these limitations.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

Provide cumulative data for the month, as of the last day of the month. Submit report by the 5th day if the following month. The report shall be supported by a legible copy of each job order, with all material items listed. Reference Section C-5, Para 5.2.5.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

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1. TITLE ACCOMPANIED HOUSING Housing Maintenance Cost Report			2. IDENTIFICATION NUMBER 004	
3. DESCRIPTION/PURPOSE The purpose of this report is to provide information concerning cost of maintaining unaccompanied housing by facility.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP This information is required to determine the costs and data used for planning future requirements and budgets.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Provide cumulative cost data by facility for the month and year to date as of close of business the last day of the month. Submit the report by the 5th day of the following month.				
11. DISTRIBUTION STATEMENT				
F04611-00-D-0047				

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE ACCOMPANIED HOUSING Master Appliance Report	2. IDENTIFICATION NUMBER 005
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3. DESCRIPTION/PURPOSE The report shall contain required information to track the installation, removal, reissue, or disposition of all government owned appliances. Required information includes: installation date, address, old appliance type, make, model, and serial number. The purpose is to track and control government owned equipment, plan and budget for future requirements, and maintain a master listing.
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4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP The government is required to maintain control of all government appliances. The government is required to maintain a master listing of all appliances and to program replacement of appliances that have exceeded life expectancy.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
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10. PREPARATION INSTRUCTIONS When the contractor installs an appliance in a unit, the installation date must be placed on the appliance. The installation date is the date the appliance was put in service. This date remains the same throughout the life of the appliance even though it may be placed in many different units. The contractor shall provide the required information on this report for each appliance movement. A complete entry shall be made for each appliance moved. Monthly reports shall be closed out at the colse of business of the last day of the month and submitted to CEH by the 5th woukday.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

DATA ITEM DESCRIPTION

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1. TITLE ACCOMPANIED HOUSING Exterior Facility Inspection Schedule	2. IDENTIFICATION NUMBER 006
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3. DESCRIPTION/PURPOSE The purpose of this form is to ensure that each facility will be inspected annually to identify items of work needed to maintain exterior of houses.
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4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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7. APPLICATION/INTERRELATIONSHIP This inspection schedule will provide the basis for a planned progressive recurring maintenance program to properly maintain the exterior of houses.
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8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
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10. PREPARATION INSTRUCTIONS Provide schedule for exterior facility inspections to identify work needed to maintain exteriors. The schedule shall include the address, facility number, and date to be inspected. (These inspections shall be scheduled to be performed between May and August.) NOTE: Changes to schedules must be requested in writing to the QAE 2 weeks prior to the start of the inspection month being performed.

11. DISTRIBUTION STATEMENT Schedule shall be submitted to CEH by the 15th of March each year.
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F04611-00-D-0047

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.				
1. TITLE ACCOMPANIED HOUSING Recurring Equipment Inspection Schedule			2. IDENTIFICATION NUMBER 007	
3. DESCRIPTION/PURPOSE The purpose of this schedule is to ensure that each facility will be inspected to identify items of work needed to maintain/repair equipment in a timely manner.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP This inspection schedule will provide the basis for a progressive recurring maintenance program to accomplish preventive maintenance to ensure equipment operations will be kept at their optimum level.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
10. PREPARATION INSTRUCTIONS Provide schedule for Recurring Maintenance Equipment inspections to accomplish preventive maintenance inspections annually. The schedule shall include the address, facility number, and date to be inspected. (These inspections shall be performed during the off season.) Heaters shall be performed during June, July, and August. Coolers shall be performed during November, December, January, and february. Water heaters shall be completed with exteriors. Smoke detectors and CO2 detectors shall be in conjunction with heater turn on.				
11. DISTRIBUTION STATEMENT				
F04611-00-D-0047				

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1. TITLE ACCOMPANIED HOUSING Grounds Maintenance Work Schedule		2. IDENTIFICATION NUMBER 008		
3. DESCRIPTION/PURPOSE The contractor shall provide a monthly report of his proposed work schedule in accordance with Section C-5, Para 5.29.3. The schedule is required to ensure the quality of maintenance will be maintained and adjustments to the schedule may be required.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP To plan and ensure there is adequate maintenance to maintain all grounds in accordance with the contract.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS		9b. AMSC NUMBER	
10. PREPARATION INSTRUCTIONS Contractor shall submit to the QAE his proposed work schedule for coordination and approval 10 days prior to the start of each monthj, and shall indicate the grounds maintenance service, location, and dates service will be accomplished for the entire month (all housing area parks, and Bldgs. 6691, 6692, 6693, 6694, and 6696). Section C-5, Para 5.29.3. Vacants shall be maintained on a weekly basis, year round.				
11. DISTRIBUTION STATEMENT				
F04611-00-D-0047				

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE
ACCOMPANIED HOUSING
Grounds Maintenance Daily Report

2. IDENTIFICATION NUMBER
009

3. DESCRIPTION/PURPOSE
The government will use the service list to inspect the previous days work performance.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

The government is required to inspect and ensure performance of PWS requirements for grounds maintenance.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The contractor shall provide a daily report showing what performance was provided and where for grounds maintenance and irrigation.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

DATA ITEM DESCRIPTION

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1. TITLE
ACCOMPANIED HOUSING
Annual Inventory

2. IDENTIFICATION NUMBER
010

3. DESCRIPTION/PURPOSE

The contractor shall provide an annual inventory of all government property in accordance with Section C-3, Para 3.1.4.2.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

The government is required to maintain control of all government property and to program replacement of items that have exceeded life expectancy.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The contractor shall conduct an annual physical inventory of all government property and submit the following to the property administrator within 5 workdays after completion of inventory: a listing of all discrepancies, a signed statement that the physical inventory was completed on a given date, and that the property was found to be in agreement except for the discrepancies reported. Section C-3, Para 3.1.4.2.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

DATA ITEM DESCRIPTION

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1. TITLE
ACCOMPANIED HOUSING
U-Fix-It Store Cost Report

2. IDENTIFICATION NUMBER
011

3. DESCRIPTION/PURPOSE

Monthly cost report to be used for tracking expenses and materials for the U-Fix-It Store for accompanied housing users and Mobile Home park.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

The government is required to track and report usages and expenditures. This data will be incorporated into the Civil Engineers BUFUS Report and costs directly related to the Mobile Home Park residents will be charged back in their annual lot rent.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

The contractor shall provide a monthly cost report in a format reflecting materials and costs for accompanied and MHP residents. These reports shall be submitted by the 5th of each month.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

DATA ITEM DESCRIPTION

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1. TITLE
ACCOMPANIED HOUSING
Mobile Home Cost Report

2. IDENTIFICATION NUMBER
012

3. DESCRIPTION/PURPOSE
All costs for Mobile Home Park must be reported to Accounting and Finance to be reimbursed by the occupants.

4. APPROVAL DATE
(YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP
The government is required to charge Mobile Home costs to the residents.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS
Prepare monthly cost reports for all repairs and services performed in the mobile home park. This report shall be submitted by the 5th of each month.

11. DISTRIBUTION STATEMENT

F04611-00-D-0047

INDEX

TECHNICAL EXHIBIT 3
GOVERNMENT-FURNISHED ITEMS

ACCOMPANIED

TECHNICAL EXHIBIT NO.	TITLE	PAGE
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3b	GOVERNMENT-FURNISHED EQUIPMENT	80
3c	U-FIX-IT-STORE STOCK LIST	81

TECHNICAL EXHIBIT 3a
GOVERNMENT-FURNISHED FACILITIES

The Government will furnish the contractor the following facilities.

BUILDING NO.	SQUARE FEET	UTILITIES AVAILABLE
6691	4000	Power, water and gas
6692	5620	Power, water and gas
6693	144	None in building
6694	2544	Power to building
Fenced Area of Maintenance Compound	15,000	Two yard light

Contractor may inspect these facilities and modify as required for his use. Any modifications or repair must be approved by the Base Civil Engineer on a completed AF Form 332 and will be at the contractor's expense.

All buildings and fenced storage areas will be restored to their original condition upon completion of the contract, less fair wear and tear; approved modification excepted. These facilities shall be used in the performance of this contract only. The contractor is responsible for the security of his material and equipment. The contractor will be required to provide his maintenance, own grounds maintenance, and custodial service when/where required. Storage of combustible materials is subject to approval of the Base Fire Department.

TECHNICAL EXHIBIT 3b**GOVERNMENT-FURNISHED EQUIPMENT**

The Government will furnish the following equipment for which EAID accounting is not required. Equipment that the contractor must maintain is marked with an asterisk.

BUILDING #	EQUIPMENT	VALUE
6691	12 Ea Filing Cabinets, Accompanied Housing	\$600
6692	* 1 Ea Electric Shade Cutter, Star Model M-500	\$200
6692	14 Ea Various Stock Bins	\$400
6692	2 Ea Office Desk	\$ 40
6692	1 Ea Metal Cart	\$ 75
6692	1 Ea Display Counter	\$200
6692	*1 Ea Cutting Table	\$150
6692	2 Ea Display Show Case	\$300

TECHNICAL EXHIBIT 3c
GOVERNMENT-FURNISHED MATERIALS
U-FIX-IT STORE STOCK LIST
ACCOMPANIED HOUSING

STORE SUPPLIES.

ITEM NO	ITEM DESCRIPTION	QUANTITY TO BE AVAILABLE EVERY BUSINESS DAY
1.	Aerator, Faucet, Inside Threads, 9/16 inch	5
2.	Bar Towel Holder, Polished Chrome	20
3.	Basket & Stopper, Kitchen Sink	20
4.	Catch, Cabinet Door, Magnetic Type	30
5.	Catch, Cabinet Door, Polyethylene Rollers	30
6.	Catch, Cabinet Door, Push Prong Type	30
7.	Caulking Compound, All Purpose Sealer, Tube	30
8.	Clothesline, White Plastic Coated, 50 ft	10
9.	Clothesline Wire, Galvanized Steel, 50 ft	5
10.	Plastic Shelf Support, ea.	100
11.	Door Stop, Brass, 3 inch, Flexible Plastic Tip	20
12.	Guard, Garbage Disposal, Rubber	5
13.	Guide, Polyethylene, Cabinet Drawer Guide	10
14.	Guide, Wardrobe	5
15.	Guide, Roller, Screen Door	10
16.	Handle, Pull Cabinet Drawer, 3 inch Chrome	5
17.	Handle, Screen Door Parts, Anodized	5
18.	Hinges, Channels, Aluminum Screen Door	5
19.	Holder, Adjustable Shower Curtain Rod, 1 inch OD	5
20.	Holder, Toothbrush Glass Tumbler, Chrome	6
21.	Holder, Soap, Plastic, Small	5
22.	Holder, Soap, Plastic, Large.	5
23.	Holder, Toilet Paper Roll	5
24.	Washer, Assorted, Faucet	30
25.	Kit, Repair, Delta Faucets	5
26.	Screen Door, Closer, Pneumatic	6
27.	Knob, Pull Cabinet Drawer, Chrome	5
28.	Latch, Door, Screen	5
29.	Latch, Shower Door	6
30.	Lamp, Incandescent, Kitchen Range/Oven	10
31.	Lamp, Refrigerator, Incandescent, 25W, 125V	5
32.	Lock, Privacy, Bathroom Doors	5
33.	Plate, Wall, Elect, Switch & Duplex Comb., Ivory, Cover	5
34.	Plate, Wall, Elect, Switch, Ivory, Cover	5
35.	Plate, Wall, Elect, Two Switch, Ivory, Cover	5
36.	Plate, Wall, Elect, Three Switch Cover, Ivory	5
37.	Plate, Wall, Elect, One Duplex Receptacle, Ivory, Cover	5
38.	Plate, Wall, Elect, Two Duplex Receptacles, Ivory, Cover	5

TECHNICAL EXHIBIT 3c (Continued)

GOVERNMENT-FURNISHED MATERIALS

U-FIX-IT STORE STOCK LIST

ACCOMPANIED HOUSING

ITEM NO	ITEM DESCRIPTION	QUANTITY TO BE AVAILABLE EVERY BUSINESS DAY
39.	Pull, Closet Door Closer, Brass, 2 Inch	5
40.	Rod, Shower Curtain, Chrome, 6 feet	5
41.	Rod, Curtain, Double, Extends 48 to 84 inches	15
42.	Rod, Curtain, Single, Extends 18 to 30 inches	10
43.	Rod, Curtain, Single, Extends 26 to 48 inches	15
44.	Rod, Tank Ball Lift for Flush 5 1/2 inches	10
45.	Rod, Traverse, Curtain, 2 Draw, 36 inches	7
46.	Rod, Traverse, Curtain, 2 Draw, 48 inches	7
47.	Rod, Traverse, Curtain, 2 Draw, 84 inches	10
48.	Rod, Traverse, Curtain, 2 Draw, 120 inches	5
49.	Roller Assembly, Wardrobe Roller, Right Side	5
50.	Roller Assembly, Wardrobe, Left Side	5
51.	Roller, Replacement, Toilet Paper, Chrome	5
52.	Seat, Toilet, White Plastic with Cover	5
53.	Shade, Window, Vinyl Plastic, 55 1/2 inches wide	20
54.	Shade, Window, Vinyl Plastic, 73 1/4 inches wide	20
55.	Shade, Window, 46 1/4	20
56.	Shower Head, Ball Joint Type, Plastic	5
57.	Stopper, Garbage Disposal, Fits All	10
58.	Stoppers, Rubber, Fits All Basins 1 to 1 3/8 inch	10
59.	Stoppers, Rubber, Fits All Tubs, 1 1/2 to 1 7/8 inches	10
60.	Tank ball, Toilet, Water Tank	10
61.	Tray, Draining, Soap Holder, Chrome	5
62.	Tray, Ice Cube, Twist Pop	15
63.	Trip Lever for Toilet Water Tank	5
64.	Weather-stripping, Tape Adhesive, Rubber, 3/8 inch wide, Roll	5
65.	Heat Lamps	20
66.	Lamp, MOD-U-LINE (Philips PL-7), * one-for-one issue	10
67.	Spackling Compound, an	15
68.	R.T.V. Rubber Silicone, Tube	10
69.	Duct, Dryer, (Plastic), feet	30
70.	Paint, Latex, flat (1 gal)	30
71.	Paint, Semi-Gloss(Trim) (In QT)	25
72.	Paint, Semi-Gloss (1 Gal)	25
73.	Sprinkler Head, full circle "Pop-Up"	40
74.	Sprinkler Head, 1/2 circle "Pop-Up"	40
75.	Sprinkler Head, 1/4 circle "Pop-Up"	40
76.	Cap, 1/2" Slip, Plastic, PVC	10
77.	Cap, 1/2" Threaded, Plastic, PVC	20
78.	Sprinkler Head, K-2, full circle "Pop-Up"	40
79.	Sprinkler Head, K-2, 1/2 circle "Pop-Up"	40
80.	Sprinkler Head, K-2, 1/4 circle "Pop-Up"	40

81.	Sprinkler Head, K-3, full circle "Pop-Up"	40
82.	Sprinkler Head, K-3, 1/2 circle "Pop-Up"	40
83.	Sprinkler Head, K-3 1/4 circle "Pop-Up"	40

TECHNICAL EXHIBIT 3c (Continued)

GOVERNMENT-FURNISHED MATERIALS

U-FIX-IT STORE STOCK LIST

ACCOMPANIED HOUSING

ITEM NO	ITEM DESCRIPTION	QUANTITY TO BE AVAILABLE EVERY BUSINESS DAY
78.	Cap, 3/4" Slip, Plastic, PVC	10
79.	Cap, 3/4" Threaded, Plastic, PVC	20
80.	Tee, 3/4" Slip, Plastic, PVC	20
81.	Tee, 3/4" S/T/S, Plastic, PVC	20
82.	Tee, 3/4" S 1/2" T 3/4" S, Plastic, PVC	20
83.	Tee, 1/2" S, Plastic, PVC	20
84.	Tee, 1/2" S 3/4" S 1/2" S, Plastic, PVC	20
85.	Tee, 1/2" S/T/S, Plastic, PVC	20
86.	Elbow 3/4" Slip, Plastic, PVC	20
87.	Elbow 3/4" Slip/Thread, Plastic, PVC	20
88.	Elbow 3/4" Slip/1/2" Slip, Plastic, PVC	20
89.	Elbow 3/4" Slip, 1/2" Threaded, Plastic, PVC	20
90.	Elbow 1/2" Slip, Plastic, PVC	20
91.	Elbow 1/2" S/T, Plastic, PVC	20
92.	Reducer 3/4" to 1/2" Slip, Plastic PVC	10
93.	Sprinkler Key	15
94.	Kit, Repair, Anti-Siphon Value	5
95.	PVC Cement	20
96.	PVC Pipe 1/2", 10' lengths	20
97.	PVC Pipe 3/4", 10' lengths	20
98.	Nipple, 1/2" X 2 1/2", Plastic	20
99.	Nipple, 1/2" X 2", Plastic	20
100.	Nipple, 1/2" X 3", Plastic	20
101.	Nipple, 1/2" X 3 1/2", Plastic	20
102.	Nipple, 1/2" X 4", Plastic	20
103.	Nipple, 1/2" X 4 1/2", Plastic	20
104.	Riser, 1/2" X 5", Plastic	20
105.	Nipple, 1/2" X 5 1/2", Plastic	20
106.	Adjustable Riser, Plastic	30
107.	Coupling, 3/4" Slip/Thread, Plastic, PVC	10
108.	Coupling, 3/4" Slip/Slip, PVC	20
109.	Coupling, 1/2" Slip/Thread, PVC	10
110.	Coupling, 1/2" Slip/Slip, PVC	20
111.	Adapter, 1/2" S to 3/4" T Male/Female, PVC	10
112.	Adapter, 3/4" S to 1/2" T Male/Female, PVC	10
113.	Adapter, 1/2" S to 1/2" T Male/Female, PVC	10
114.	Adapter, 1/2" T to 1/2" T Male/Female, PVC	10
115.	Cooler Pads	50
116.	Heater Filters	50

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TECHNICAL EXHIBIT 4
QUALITY STANDARDS

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TECHNICAL EXHIBIT 4

QUALITY STANDARDS

1. **GENERAL.** These technical specifications define the quality of maintenance and repair work to be accomplished under this contract. All military housing real property assets including dwelling units, garages, carports, grounds, and other facilities identified on the military housing property account are to be maintained to a standard that prevents deterioration beyond that which results from normal wear and tear and which corrects deficiencies in a timely manner to ensure the full life expectancy of the facilities and their components. The level of maintenance will ensure that all military housing facilities are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities or would prevent any electrical, mechanical, plumbing, or structural system from functioning IAW its design. The quality of the work and the repaired areas will be compatible with adjacent areas. Replacements shall match existing components in dimensions, materials, quality, finish, color, and design. If existing aesthetics cannot be matched, the QAE shall approve variations prior to installation. During the performance and on completion of the work, debris will not be allowed to spread unnecessarily into adjacent areas or accumulate in the work area itself. All such debris, excess material, and parts will be cleaned up and removed at the completion of the job or at the end of each day work is in progress. Upon completion of work, any fingerprints, stains, or other unsightly marks will be removed. Wherever the term "pleasing appearance" appears in subsequent paragraphs, it will be construed to mean an appearance similar to the original finished appearance. Where a specification is not directed, the contractor shall perform maintenance and repair work to meet customs and practices of the trade (Reference Standards are located in Paragraph 11 within), and equipment manufacturer's maintenance recommendations.

1.2. **WORKMANSHIP.** All work under this contract must conform to the standards of these specifications. The contractor, at no expense to the Government, shall correct work not meeting these specifications. Any Government or occupant-owned property damaged by the contractor shall be repaired or replaced by the contractor at no expense to the occupant or the Government within the time determined by the CO.

2. **EXTERIOR.** The following standards apply to the exterior of military housing facilities:

2.1. **EXTERIOR WALLS.** Any wall exposed to the weather. All exterior walls will be maintained in a structurally sound, weather tight condition, and in good state of repair. The walls will be free of noticeable pitting and corrosion, vegetation and animal life, deteriorated siding and trim, discoloration and graffiti, or other defects that would render an unsightly appearance to the exterior walls. Repairs shall match the undamaged portion of the walls in material, color, size, and texture.

2.2. **ROOFING.** The contractor shall maintain roofs to preserve a weather tight seal and prevents corrosion and abnormal deterioration of individual components. Missing pieces will be replaced to retain the original whole condition of the roof system. Damaged or deteriorated components shall be returned to a weather tight condition using methods consistent with the existing type of construction. (The criteria provided in Section C-5, paragraph 3.2.8 and section 5.22 shall apply to repairs caused by wood destroying insects.) The contractor shall accomplish maintenance work on a continuing basis that shall preserve the watertight integrity of the roof membrane.

2.2.1. **Roofing Accessories.** Chimneys, vent stacks, roof ventilators, or other items which pierce the roof shall be maintained to function as originally designed. Flashing shall be maintained to prevent leaking.

2.3. **GUTTERS, DOWNSPOUTS, AND SPLASH BLOCKS.** Drains will be maintained to function as originally designed to effectively channel runoff water away from the housing unit. Gutters and downspouts will be maintained, properly aligned, and secured to the house with splash blocks correctly positioned to receive the impact of the drainage water. Gutters and downspouts will be kept free of debris or any obstruction.

2.4. **OVERHANGS.** Overhangs will be maintained in an aesthetically pleasing state of repair with fascia and soffits properly secured. Bird screens and vents shall be maintained intact and free of corrosion.

2.5. **WINDOWS, DOORS, AND SCREENS.** Windows, doors, and screens, including jambs, casings, and tracks for sliding doors, shall be maintained to operate smoothly and properly without binding, sticking, or other defects, which would prevent their functioning IAW design. Exterior doors, including jamb, casings, tracks, and windows shall be maintained in a manner, which preserves the weather tight seal with caulking, glazing, and weather-stripping fully intact. New glass used for replacement work shall be the same thickness, type, and quality as the existing glass. Window screens and screen doors shall be maintained in good working order and free of torn fabric or frame defects to ensure that the screening function is effective. All hardware, such as hinges, locks, strike plates, window operator mechanisms, door closures, springs, weatherstripping, and all other related components shall be maintained free of corruptions or other defects, which would prevent its operating as intended.

2.6. **PRIVACY/BLOCK WALLS.** The contractor shall inspect, maintain, repair, or replace all privacy/block walls to provide a safe and usable condition.

2.7. **STAIRWAYS.** Stairway treads, risers, nosings, balustrades, handrails, and other structural members shall be maintained in a state of repair which provides a safe and usable systems and presents an aesthetically pleasing appearance.

2.8. **WATER HEATERS (WH).** The contractor shall inspect water heaters and perform maintenance IAW manufacturer's recommendation at least once a year during annual exterior maintenance, at COMs or by service call. The contractor shall re-light pilot lights due to scheduled and unscheduled outages. After re-lighting pilot lights, the contractor shall check equipment and appliances for proper operation.

2.8.1. **Water Heater Replacement.** If inspection reveals this item is beyond economical repair, due to age or condition including corrosion, or is hazardous to use, the contractor shall replace with new energy efficient water heater of same size. Water heaters shall be replaced when they are showing signs of deterioration or leaks. If water has deteriorated the platform structure that supports the water heater, the contractor shall replace the warped or deteriorated structure.

2.9. **CLEANLINESS.** Outside structures, grounds, lawn, flower beds, driveway and garbage cans. Structures shall be free of dirt, dust, smudges, and occupant and/or maintenance-caused stains. Lawns shall be mowed and edged, trees trimmed, and sucker growth removed. Flowerbeds shall be neat and free of dead plants, shrubs and grass. Driveways and carport/garage floors shall be free of oil or grease build-up. Areas adjacent to structures shall be policed and free of debris. Garbage, recycling and green waste cans shall be clean.

3. **INTERIOR.**

The following standards pertain to the interior of family housing facilities:

3.1. **INTERIOR WALLS.** Interior walls shall be maintained free of damage, deterioration, cracks, or defective materials. The aesthetic appearance shall be free of noticeable discoloration or other defects that would render an unsightly appearance to the interior walls.

3.2. **VINYL COATED WALL COVERING.** Wall covering shall be repaired according to the approved installation instructions of the manufacturer.

- 3.3. **SUB-FLOORING.** Sub-flooring and structural members shall be maintained in a safe and usable manner. Deteriorated sub-flooring members shall be repaired or replaced to retain the original whole condition of the floor.
- 3.4. **HARDWOOD FLOORING.** All hardwood floors shall be maintained in IAW with standard practices of the trade to ensure a smooth, glossy finish, free of damage, deterioration, or buckling.
- 3.5. **FLOOR COVERINGS.** All tile floor coverings shall be maintained free of cracks, chips, and torn or excessively worn material to provide floor coverings, which are usable and pleasing in appearance to match existing. Wall-to-wall carpeting installed as a primary floor finish shall be maintained IAW Air Force. standards. Damaged or deteriorated flooring shall be repaired or replaced to provide a uniform, aesthetic surface to match existing when applicable.
- 3.6. **CERAMIC TILE.** All ceramic tile shall be maintained free of loose, damaged, broken, missing, or cracked tiles and with joints properly scaled to provide the intended watertight surface.
- 3.7. **STAIRWAYS.** Stairway treads, risers, nosings, balustrades, handrails, and other structural members shall be maintained in a state of repair which provides a safe and usable system and presents an aesthetically pleasing appearance.
- 3.8. **CEILINGS.** All ceilings and framing members shall be properly secured. The ceiling shall be free of holes or cracks. Badly soiled, defaced or water damaged surfaces, or other defects which would render an unsightly appearance to the ceiling are to be repaired and restored to its original condition.
- 3.9. **MINI BLINDS, VERTICAL, AND SHADES.** All mini blinds, verticals, and shades shall be maintained to operate smoothly and properly, and kept free of damaged slats, deteriorated tapes, cords, hardware, rails, or torn fabric
- 3.10. **INTERIOR TRIM.** All interior trim shall be free of unsightly appearance. Surfaces shall be maintained smooth, free of chipped or peeling paint, exposed nails, warps, cracks, rot or termite damage as specified through out the PWS.
- 3.11. **BUILT-IN CABINETRY.** Cabinets, shelving, countertops, and similar items shall be maintained in a fully usable condition and with a pleasing appearance. Missing or inoperative hardware shall be replaced to match existing. The countertops shall be free of warped, marred, burned, or damaged areas.
- 3.12. **HOUSE ACCESSORIES.** Interior/Exterior accessories, such as mail slots, doorstops, mechanical door bells, door knockers, paper holders, soap trays, tumbler holders, towel bars, shower curtain rods, toilet seats, medicine cabinets. Mini blind brackets, curtain rod boards, closet pulley guides, house numbers, dryer vents, smoke detectors, and so forth, shall be maintained free of defects, in a safe and aesthetically pleasing condition.
- 3.13. **WINDOW GLAZING.** Replacement glass shall be installed according to the Flat Glass Marketing Association "Glazing Manual".
- 3.14. **WEATHERSTRIPPING.** Damaged, missing, or deteriorated weather-stripping shall be replaced according to the manufacturer's recommendations.

4. **COM CLEANLINESS STANDARDS**

4.1. **WALLS AND CEILINGS.** All walls and ceilings shall be clean and free of dust, smudges, crayon marks, food particles, grease, stains, soot, cobwebs, or any other foreign matter.

4.2. **WOODWORK.** All doors, trim, closets, baseboards, shelves, cabinets and vanities shall be clean and free of dirt, dust, stains, crayon marks and smudges.

4.3. **GLASS.** All glass surfaces shall be clean and free of all marks, grime, streaks, decals, and paint spots, without damage to frames. Interior and exterior of windows shall be cleaned.

4.4. **WINDOW SCREENS AND SILLS.** Window screens shall be removed, cleaned, and reinstalled. Window sills shall be clean and free of dust, dirt and stains.

4.5. **WINDOW SHADES, MINI-BLINDS, AND TRAVERSE RODS.** Shades, mini-blinds, and rods shall be clean and free of dirt, grease and all foreign matter.

4.6. **REFRIGERATORS.** They shall be defrosted (if required) and free of dirt, mildew, rust, dust, grease, and food particles, clean drip pan and motor. Refrigerators shall be left plugged in, set on "vacation" or the lowest setting and the door closed.

4.7. **RANGES AND OVENS.** Ranges/range ovens shall be thoroughly clean and free of food particles, grease, fingerprints, oven cleaner, and rust.

4.8. **EXHAUST FANS AND HOODS.** Exhaust fans and hoods shall be thoroughly clean and free of all foreign matter up to butterfly. Filters shall be cleaned or replaced.

4.9. **SINKS, CABINETS, AND DRAWERS.** Sinks, cabinets, shelves and drawers shall be clean and free of dust, alkali, stains shelving paper, sticky residue, glue or any other foreign substances.

4.10. **DISHWASHERS.** Dishwashers shall be clean and free of all food particles, grease, dirt, rust and stains.

4.11. **DUST, DIRT, AND COBWEBS.** All dust, dirt and cobwebs shall be removed from ledges, exposed piping, walls, ceilings, louvered doors, grills, woodwork, wood trim, cabinets, floors, shelves, curtain and traverse rods.

4.12. **FLOORS.** All floors shall be cleaned, (stripped if necessary) and be free of all foreign matter such as dirt, stains, grime, dust, grease, carpet tape, smudges, wax and streaks. Waxing of floors, after cleaning, using only a floor finish appropriate for the type of floor covering in place shall be accomplished. Avoid build up of excess floor preparation material, lap marks, streaks, and swirls in order to provide a uniform appearance. **In carpeted housing units, the contractor shall clean Government carpets and apply soil retardant. Pet urine removal treatment is a requirements line item. The process shall remove all traces of visible dirt, grime, stain and soil, and shall leave carpets free from residual matter so as to be safe and harmless.**

4.13. **BATHROOM AND KITCHEN FIXTURES.** Fittings and fixtures shall be clean and free of all stains, grease, grime, soap film, alkali, scale, scum, dirt, rust, and mildew.

4.14. **FURNACE/AIR-CONDITIONING AREAS.** Furnace/air-conditioning areas, including all grilles/vents throughout the unit, shall be clean and free of all dirt, dust, grease, grime, rust and stains.

4.15. **LIGHT FIXTURES.** Light fixtures shall be clean and free of insects, dirt, lint, film, dust, stains, rust, and streaks.

- 4.16. **DOOR HARDWARE.** Door hardware shall be free of all paint, dirt, stains, dust, and grime.
- 4.17. **GOVERNMENT-OWNED WASHERS AND DRYERS.** Government owned washers and dryers shall be cleaned inside and out to be free of all dirt, dust, grease, grime, rust and stains.
- 4.18. **ADDITIONAL COM REQUIREMENTS.**
- 4.18.1. Reinstall all items removed for cleaning or painting.
- 4.18.2. Furnace/cooler filters shall be cleaned or replaced.
- 4.18.3. After the floors have been cleaned and stripped, the contractor shall apply two even coats of wax to provide a uniform glossy finish. Wood parquet floors shall be filled and sealed prior to wax, and shall receive a third coat of wax.
- 4.18.4. The contractor shall install working incandescent/florescent bulbs in all light fixtures.
- 4.18.5. The contractor shall install all missing items with an item equal to or better than the originally installed items ensuring colors and style match. If colors and style cannot be matched, a proposed replacement sample shall be provided to the QAE. If colors cannot be matched, replacement of all similar parts may be required within the same room or unit as determined by the QAE.
- 4.18.6. The contractor shall not use excessive amounts of water for cleaning. The contractor shall not use water hoses to clean appliances, floors and walls, nor flood appliances, walls and floors with containers of water.
- 4.18.7. The contractor shall clean furniture when government owned furniture is present.
5. **ELECTRICAL.** Preventative maintenance of the electrical equipment and distribution system within each unit begins with the weatherhead or the building service entrance main distribution box. The electrical equipment, distribution panel, connections, grounds, outlets, switches, wiring, and lighting fixtures shall be maintained in a safe and usable condition. Receptacles and breakers with ground fault sensors shall be capable of properly detecting faults.
6. **PLUMBING.**
- 6.1. All plumbing systems and fixtures intrinsic to each housing unit and other housing real property facilities shall be maintained in a good and safe operating condition and free of leaks and drips. Domestic water lines shall be maintained from and including the service cut-off box. Waste and sewage lines shall be maintained to the connection at the sanitary sewer main, including corporation stops. Gas lines shall be maintained up to the cut-off valve at the pressure regulator.
- 6.2. All sinks, tubs, toilets, basins, lavatories, showers, and so forth shall be maintained to operate properly, drain freely, and be free of chips, cracks, or excessive discoloration. All fixtures that cannot be repaired shall be replaced with plumbing fixtures that are of equal quality and of the current state of the art. All replacement water closets shall be water saver type. Defective showerheads shall be replaced with a water saver showerhead.

7. **HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC).** The required standard includes inspecting and maintaining heating, air-conditioning, and ventilating systems in good operating condition. All materials and equipment furnished shall be of the same grade, quality, and size as the original construction. Non-reusable designed type filters shall be replaced at least twice each year, once prior to the heating season, and once prior to the air-conditioning season. (Filters designed to be cleaned and reused, shall be cleaned twice a year and replaced when deteriorated.) All filters shall be of the size and type recommended by equipment manufacturers. Heating and air-conditioning systems shall provide room air temperature consistent with Government energy conservation guidelines.

8. **APPLIANCES AND EQUIPMENT.** Government-owned appliances and equipment shall be maintained in good operating condition and shall have a pleasing appearance. Appliances and equipment that cannot be adjusted, repaired, or which have exceeded their usable life shall be replaced.

9. **PAINTING.** Painting shall include both the interior and exterior of the dwelling units. Touch-up or partial painting on interior or exterior of units shall be accomplished as required to properly maintain housing assets. All new work and repainted areas shall be properly prepared and cleaned prior to paint application. All surfaces shall be prepared IAW industry and construction standards, and shall include a minimum of one coat of primer and two coats of finish. All work shall adhere to the practices of the trade; leaving the finished surface evenly coated, free from drops, ridges, waves, laps, brush marks, runs and other defects. Existing paint that has peeled, chipped, loosened, or cracked shall be removed prior to painting. Existing paint runs and drips shall be removed. Exposed nails, hooks or other fasteners shall be removed. New tape shall be bedded in joint cement. Loose and damaged plaster shall be removed, and areas repaired with non-shrink patching plaster to match existing surfaces. In areas where paint was removed, the contractor shall sand the edges of remaining paint to a feathered edge. All holes, cracks, blisters, nail pops and any area where the surface is damaged shall be repaired, finished and textured to match existing surfaces. All old patches that do not match existing surfaces shall be repaired, sanded and textured to match existing surfaces. After application, painted surfaces shall be uniform in color and texture. Paint shall be a product of Dunn-Edwards, Ameritone Paint Co., Sinclair, or an approved equal.

10. **KEYS AND LOCKS.** All accompanied interior and exterior housing unit, garage, and storage area locks and keys shall be maintained in an operational and safe condition IAW manufacturer's recommendations. They shall be master keyed and use Schlage locks or equal and must be compatible.

11. **GROUNDS MAINTENANCE.** The following standards have been established for the maintenance of grounds.

11.1. **IMPROVED AREAS.** During the growing season, grass shall not be allowed to exceed 5 inches in height and shall not be cut lower than 3 inches, and in winter 1 1/2 inches. After cutting, grass shall have a uniform height throughout, free of grass clippings in windrows, on walks, drives, concrete pads, outdoor athletic courts, baseball diamonds, or on any adjacent paved or otherwise finished surface. Grass areas close or next to buildings, playgrounds, hydrants, parking lots, manholes, fences, trees, hedges, bushes and shrubs are included in the mowing operations. Trimming and edging within the improved areas shall be accomplished each time such an area is mowed. Trimming and edging includes the cutting back of all grass until even with the edges of all curbs, sidewalks, driveways, walls, fences, guywires, poles, tree trunks, foundations, garbage pads, or any other objects. After trimming, no grass shall extend over any paved or similar surfaces, and there shall be no evidence of clippings on any finished surfaces. Joints in all paved areas including streets shall be maintained free of vegetation.

11.2. **WEEDING AND GRUBBING.** Weeding and grubbing shall be accomplished as required to maintain improved areas, rock-scaped areas, trees, walls, flower beds, ground covers, planter boxes, building lines, fence lines, trash and refuse collection areas, sidewalks and curb cracks or joints, including curb joint with road or parking area pavement free of weeds. Areas shall be checked weekly during servicing of each area.

11.3. **CLEANING.** Cuttings, trash, litter and leaves shall be removed from lawns, sidewalks, gutters and grates. Trash papers, debris, cuttings, weeds and leaves shall be removed from building foundation areas, improved and semi-improved common areas (Note: Semi-improved areas will require visual inspection to provide protection of the desert tortoise before mowing), shrubs, flower beds, planter boxes, and fence lines. All grounds will present a clean, well-kept appearance.

11.4. **FERTILIZING.** All grass areas shall be fertilized starting the first week of March repeating every 4 to 6 weeks through the end of November, using contractor-supplied fertilizer ensuring compliance with AFFTCP 85-6. Application of fertilizer shall be IAW the manufacturer's printed directions. The contractor shall notify the QAE prior to fertilizing any area. The QAE shall approve fertilizer. Fertilizer application shall be in compliance with the manufacturers' application rate, but not less than 200 pounds per acre.

11.5. **SEEDING.** All bare spots in all lawn areas shall be seeded or repaired with sod/hydro-seed. A bare spot is defined as an area, regardless of size, within an established lawn area, in which the grass has died or is not growing properly. Re-seeding shall be accomplished IAW the industry standards. The contractor will undertake specialized care and follow-up daily, grass seed, sod or hydro-seed to ensure development of a root system and healthy turf. Seeded areas shall be protected with temporary barricades to prevent damage from foot traffic. Re-seeding shall be accomplished year around. Sod and hydro-seed shall come under a reimbursement line item. Labor shall be a part of the basic contract.

11.6. **TREES AND PALM TREES.** All trees and palm trees shall be trimmed up to 8' by cutting dead branches and proper shaping of remaining branches. All leaning trees shall be staked and guided to maintain proper growth.

11.7. **AIRIFICATION.** All grass areas shall be airified two times per year, during the months of March and September, in conjunction with and prior to fertilizing. The lawn areas shall be airified to a minimum depth of two inches with a coring tine, diameter size of 1/2 inch. The method of airification shall be accomplished using industry standards.

11.8. **TRIMMING, PRUNING AND CULTIVATING, FERTILIZING OF FLOWERBEDS, SHRUBS AND BUSHES.** Common areas, playgrounds, and vacant units.

11.8.1. **Shrubs and Bushes.** All shrubs, deciduous and evergreens, shall be kept trimmed and pruned to maintain proper growth and beauty.

11.8.2. **Cultivating.** All shrub and flowerbeds shall be cultivated, at the time of fertilizer application, IAW industry standard methods.

11.8.3. **Fertilizing.** Fertilizing of all shrubs, bushes, flower beds and trees shall be accomplished during the months of March, July and September, using contractor-furnished fertilizer IAW the manufacturer's printed directions.

11.8.4. **Removal of Debris.** All limbs, leafy material and other debris resulting from trimming and pruning operations shall be removed upon completion of the work and disposed of at the Compost Facility Base Sanitary Landfill as applicable. No accumulation of debris shall be left overnight.

11.8.5. **Sucker Growth.** Remove all volunteer trees or sucker growth.

11.9. **SEMI-IMPROVED AND UNIMPROVED AREAS.** Growth shall not be allowed to exceed 6 inches in height and shall not be less than 3 inches in height. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have adjacent areas to such obstruction trimmed to the same general height as the open areas. Weed control semi-improved common areas shall be maintained by open field mowing, trimming around obstacles such as telephone poles, electrical boxes, hydrants, walls and natural landscape. Ditches - keep weeds cut down

and cleaned of debris to allow for proper housing drainage for run off. The contractor shall not chemically treat areas for control. Semi-improved housing areas will require visual inspection to provide protection of the desert tortoise before mowing. Common areas shall be cut to maintain a minimum of three inches and a maximum height of 6 inches. Remove trash and debris on a continuing basis. Cuttings shall not be allowed to build up to the extent of possible damage to the undergrowth.

11.10. **GRASSES AND GROUND COVER.** Provisions shall be made for routine fertilizing, seeding, liming, and top dressing as necessary to maintain improved grass areas with a thick, uniform growth and uniform green color. Should bare spots become evident, treatment to cure the cause shall be undertaken and measures to start or substitute new growth be initiated. These measures shall be continued until the new growth is high and strong. Fertilizer suitable for the purpose shall also be applied at routine intervals to the base of trees, bushes and shrubs and covered with mulch of suitable material.

11.11. **IRRIGATION.** Grounds maintenance and care includes the periodic watering of grass areas, bushes and shrubs, trees, and other vegetation to maintain growth during hot, dry periods when the prevention of dying vegetation is necessary. Watering may also be required when assisting new growth or directly after fertilizing, liming, or seeding.

11.12. **LEAF COLLECTION.** Fallen leaves shall be removed from all improved grounds. Removal shall be done at intervals, which do not allow accumulation of leaves to the extent that the grass areas underneath could become smothered or damaged. Disposal shall be in designated areas at the compost facility.

11.13. **PLANT DISEASE AND INSECT CONTROL.** All infestations of diseases or insects in grass areas, trees, or shrubbery shall be treated by means of applying approved control measures. The control measures shall stop the infestation with a minimal amount of damage to the infected area. Application of control measures shall not cause damage to surrounding areas or create any danger to human or animal life. After the infestation is brought under control, steps shall be taken to return any damaged vegetation to its condition prior to the infestation.

11.14. **POLICING OF GROUNDS.** Policing of improved and semi-improved areas shall be maintained to ensure the removal of debris such as paper, tree limbs and branches (deadfall), refuse, cans, bottles, and other trash prior to each mowing and routinely during the non-growing season. Areas to be policed include grass, sidewalks, streets, parking lots, and all other areas within the housing complex.

12. **DRAINAGE SYSTEMS.** Drainage structures including swales, ditches, inlets, curb inlets, catch basins, manholes, junction boxes, grills, piping, culverts, headwalls, etc. shall be maintained free of debris, obstructions, brush, and weeds to provide a system that functions as originally designed and to effectively channel runoff water away from the housing area. Exposed areas shall be maintained free of missing or damaged grills, curb inlets or manhole covers, spalled, broken, or cracked concrete surfaces; cracks or holes in asphalt surfaces; and erosion along swales and ditches.

13. **CONCRETE AND ASPHALT SURFACED AREAS.** All concrete and asphalt surfaced areas such as driveways, patios, sidewalks, garbage can pads, or any other areas shall be maintained in a structurally sound and safe condition and in a good state of repair, at the original alignment and elevation free of damage, spalls, and major cracks.

14. **PLAYGROUNDS.** Playgrounds and their equipment shall be maintained in a clean, safe, and structurally sound condition. Cyclic preventive maintenance must be scheduled to include regular change of sandbox fills, painting, and lubrication of equipment. The contractor shall police areas picking up glass, debris, and trash on a daily basis, and keep sprinkler systems and water fountains in good repair.

14.1. Contractor shall install /replenish areas containing playground equipment with appropriate surfacing material in conformance with Section 02535, PLAYGROUND SAFETY SURFACING to maintain compliance with the U.S. Consumer Product Safety Commission (USCPSC) Pub No 325 (1994) Handbook for Public Playground Safety or the most current publication.

14.2. Safety surfacing within the playground equipment zones shall meet or exceed impact attenuating performance requirements or their latest USCPSC Pub No 325 and American Society for Testing Materials (ASTM) F 1292 (1995) or latest Impact Attenuation of Surface Systems Under and Around Playground Equipment, that a surface yield both a peak deceleration of not more than 200 g's from the highest accessible portion of the playground equipment installed.

15. **RECURRING MAINTENANCE:** All work shall be accomplished to keep MFH installed equipment, facilities exterior, interior structure, playgrounds, fireplaces, chimneys, and yard drainage systems, in such condition that they remain clean, safe, structurally sound and may continually be utilized for their intended purpose at their designated capacity and efficiency.

SCHEDULE OF REFERENCE STANDARDS.

AA	Aluminum Association 818 Connecticut Avenue, NW Washington, DC 20006
ACI	American Concrete Institute Box 19150 Reford Station Detroit, MI 48219
AGC	Associated General Contractors of America 1957 E. Street, NW Washington, DC 20006
AI	Asphalt Institute Asphalt Institute Building College Park, MD 20740
AISC	American Institute of Steel Construction 1221 Avenue of the Americas New York, NY 10020
ARI	Air-Conditioning and Refrigeration Institute 1815 North Fort Myer Drive Arlington, VA 22209
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers 1791 Tullie Circle, N.E. Atlanta, GA 30329
ASPA	American Sod Producers Association Association Building Ninth and Minnesota Hastings, NE 68901
ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, PA 19103
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235
CLFMI	Chain Link Fence Manufacturers Institute 1101 Connecticut Avenue, NW Washington, DC 20036
CRSI	Concrete Reinforcing Steel Institute 180 North LaSalle Street Suite 2110 Chicago, IL 60601
FGMA	Flat Glass Marketing Association 3310 Harrison

	White Lakes Professional Building Topeka, KS 66611
GA	Gypsum Association 1603 Orrington Avenue Evanston IL 60201
IEEE	Institute of Electrical and Electronics Engineers 345 East 47th Street New York, NY 10017
IMIAC	International Masonry Industry All-Weather Council International Masonry Institute 823 15th Street, NW Washington, DC 20005
MUTCD	Manual on Traffic Control Devices for Streets & Highways U.S. Department of Transportation Federal Highway Administration Washington D.C. 20590

NEMA	National Electrical Manufacturers' Association 2101 L Street, NW Washington, DC 20037
NFPA	National Fire Protection Association Battery March Park Quincy, MA 02269
NTMA	National Terrazzo and Mosaic Association 3166 Des Plaines Avenue Des Plaines, IL 60018
OSHA	Occupational Safety and Health Administration U.S. Department of Labor C/O Superintendent of Documents U.S. Government Printing Officer Washington, DC 20402
SDI	Steel Door Institute 712 Lakewood Center North Cleveland, OH 44107
SIGMA	Sealed Insulating Glass Manufacturers Association 111 East Wacker Drive Chicago, IL 60601
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association 8224 Old Court House Road Vienna, VA 22180
SSPC	Steel Structures Painting Council 4400 Fifth Avenue Pittsburgh, PA 15213
TCA	Tile Council of America, Inc. Box 326 Princeton, NJ 08540
UL	Underwriters' Laboratories, Inc. 333 Pfingston Road Northbrook, IL 60062
UPC	Uniform Plumbing Code International Conference of Building Officials 5360 South Workman Mill Road Whittier, CA 90601
WIC	Woodwork Institute of California 1833 Broadway P.O. Box 11428 Fresno, CA 93773

17. **PAINTING AND FINISH SCHEDULE.** Painting and finishing schedule shall be applied in accordance with the following schedule:

<u>SURFACE</u>	<u>PRIMER</u>	<u>FIRST COAT</u>	<u>SECOND COAT</u>
Interior walls/ceilings (except bath/kitchen/utility)	TT-P-29J	TT-P-29J	TT-P-29J
Interior walls/ceilings /painted cabinets	TT-E-543 or 545	TT-E-508 or 509	TT-E-508 or 509
Interior woodwork (except floors/cabinets to receive stain)	TT-E-543 or 545	TT-E-508 or 509	TT-E-508 or 509
Interior woodwork to receive stain	TT-V-109	TT-V-109	TT-V-109
Interior parquet floors (3 rd coat required)	TT-C-542	TT-C-542	TT-C-542
Louvers/grilles/air outlets (where adjacent surfaces have flat paint finish)	TT-P-30	TT-P-30	(Do not apply)
Exterior wood	MIL-P-28582	Exterior Oil Paint	Exterior Oil Paint
Exterior galvanized surfaces	TT-P-641 Type II	Exterior Oil Paint	(N/A)
Exterior ferrous surfaces	Ext. Oil Paint	Ext. Oil Paint	(N/A)
Exterior aluminum	TT-P-645	TT-E-489 Class A or TT-E-1593	(N/A)
Exterior CMU Type II	TT-F-1098D	TT-P-19 or TT-p-55	(N/A)

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TECHNICAL EXHIBIT 5

SERVICE CALL CATEGORIES

ACCOMPANIED

(Representing a 7 Work Day Week)

TITLE	PAGE
EMERGENCY RESPONSE: (1 hour, 24 hours per day, 7 days per week)	100
URGENT RESPONSE: (4 hours, 24 hours per day, 7 days per week)	101
ROUTINE RESPONSES: (0730 - 1630, 5 days, Monday through Friday, with a maximum of 20 work days for completion)	102

TECHNICAL EXHIBIT 5
SERVICE CALL CATEGORIES
ACCOMPANIED
(Representing a 7 Work Day Week)

Listed below are typical examples of each type of service calls. See Section C-2, para 2.3.17, 2.3.50, and 2.3.60 for the definition of each type of response.	
<u>EMERGENCY RESPONSE:</u> (1 hour, 24 hours per day, 7 days per week)	
Glass breakage (exposing living area to weather or cannot secure house)	
Doors (where required for security)	
Roof leaks (major)	
Sewer drains stopped up	
Commode stopped up	
No water (hot or cold)	
Hot water heater leaking	
Carbon Monoxide Detector	
Gas leaks	
No gas supply in house	
No power in the house	
Smoke detectors	
Refrigerator inoperative	
Stove inoperative	
Furnace vent stacks	
Furnace failure in season (Includes all components)	

TECHNICAL EXHIBIT 5 (Continued)

SERVICE CALL CATEGORIES

ACCOMPANIED

(Representing a 7 Work Day Week)

Listed below are typical examples of each type of service calls. See Section C-2, para 2.3.17, 2.3.50, and 2.3.60 for the definition of each type of response.	
<u>URGENT RESPONSE:</u> (4 hours, 24 hours per day, 7 days per week)	
Walls damaged (interior or exterior)	
Windows glass breakage (not hazard or exposing living area to weather)	
Doors inoperative (exterior)	
Roof leaks (minor)	
Duct work	
Sink/washing machine drains	
Tub and shower (causing structural damage)	
Water leak (small water leak, cold or hot water)	
Low water pressure	
Water heater not operating	
Electric fixtures and switches defective	
Electric outlets	
Hookups and power drops	
Dryers and washer (Government-owned only)	
Refrigerator partial outage	
Stove partial outage	
Coolers in season	
Gas lines and regulators (if not emergency)	
Phone line repair (0730 - 1630, seven days a week)	

TECHNICAL EXHIBIT 5 (Continued)
SERVICE CALL CATEGORIES

ACCOMPANIED
(Representing a 7 Work Day Week)

Listed below are typical examples of each type of service calls. See Section C-2, para 2.3.17, 2.3.50, and 2.3.60 for the definition of each type of response.	
<u>ROUTINE RESPONSES:</u> (0730 - 1630, 5 days, Monday through Friday, with a maximum of 20 work days for completion)	
Fences	
Driveways	
Painting (wall or ceiling)	
Door inoperative (screen and interior)	
Roofs (general repairs)	
Tub and shower (not structural damage)	
Garbage disposal	
Dishwasher	
Stove (e.g., clock)	
Coolers out of season	
Furnaces out of season	
Gas lines and regulators (if not emergency or urgent)	
Recurring maintenance of installed equipment	
Service calls not classified or determined to be emergency or urgent	

TECHNICAL EXHIBIT 6
GOVERNMENT FURNISHED RECORDS FILES, AND WORK PAPERS

ACCOMPANIED HOUSING

Facility files for housing units	1,839
Mobile Home Park Spaces	188

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TECHNICAL EXHIBIT 7

CONTRACTOR PROVIDED MATERIALS

ACCOMPANIED HOUSING

TECHNICAL EXHIBIT NO.	TITLE	PAGE
7a	U-FIX-IT STORE - LAWN CARE SUPPLIES	105
7b	U-FIX-IT STORE - TOOLS FOR LOAN	106

TECHNICAL EXHIBIT 7a

CONTRACTOR PROVIDED MATERIALS

U-FIX-IT STORE - LAWN CARE SUPPLIES

ACCOMPANIED HOUSING

ITEM NO	ITEM DESCRIPTION	QUANTITY TO BE AVAILABLE EVERY BUSINESS DAY
1.	Fertilizer, Manure, 50 LB bag	150
2.	Fertilizer, Chemical, 50 LB bag (14-7-14)	150
3.	Seed, Grass, Kentucky Blue, 1 LB Package	400
4.	Seed, Grass, Bermuda, 1 LB Package	400
5.	Seed, Grass, Rescue, 1 LB Package	400
6.	Pop-Up Heads, Full Circle	250
7.	Pop-Up Heads, Half Circle	100
8.	1/2" threads, Quarter Circle	75
9.	Valve, Manual Anti-Siphon Valve with Union	15
10.	Pipe, 3/4" PVC Pipe, 160 PSI or better	1,700 LF
11.	Cut-Off Riser, 1/2" from 4" to 6", both ends, 1/2" thread, cut to desired length	400
12.	Coupling, 3/4" slip X slip, For coupling two lengths of PVC pipe.	75
13.	Tee, 3/4" slip x slip, to couple pipe at 90 degrees from mainline	50
14.	Tee, 3/4" slip X slip X 1/2" thread, for attaching a threaded riser pipe to sprinkler	600
15.	Elbow, 3/4" slip X slip, to form 90 degree angle, pipe to pipe.	36
16.	Elbow, 3/4" slip X slip, to form 45 degree angle, pipe to pipe	36
17.	Reducer Elbow, 3/4" slip X 1/2" thread, to form 90 degree angle and provide threads for riser	15
18.	Adapter, 3/4" slip X 3/4" male thread for adapting a threaded outlet (valve) to PVC pipe	15
19.	Solvent, 1/2 pint cans, cement used to connect PVC pipe and fittings	2
20.	3/4" Shut-Off Valve	5

ITEM DESCRIPTION PLANT ISSUE:

Obtain equal shipments of shrubs to be issued each weekend starting the first Saturday in March of each year based upon available funding. Issue on a first-come, first-served basis, not-to-exceed four 5-gallon items per occupant/address per year. Obtain at least eight of the varieties each weekend. Substitutions may be made with QAE and contractor coordinated agreement. Issue 2 cu ft soil amendment with each plant.

21.	Shrub and Soil Amendment.	
22.	Red-Tipped Photinia.	
23.	Golden Arborvitae	
24.	Heavenly Bamboo	
25.	Rose Bushes.	
26.	Crepe Myrtle.	
27.	Sweet Broom.	
28.	Privet (Ligustrum).	
29.	Lilac.	
30.	Juniper Chinesis Fitzeriana.	
31.	Indian Hawthorn.	

TECHNICAL EXHIBIT 7b

CONTRACTOR PROVIDED ITEMS

U-FIX-IT STORE - TOOLS FOR LOAN

ACCOMPANIED HOUSING

ITEM NO	ITEM DESCRIPTION	QUANTITY TO BE AVAILABLE EVERY BUSINESS DAY
1.	Fertilizer Spreader	4
2.	Wheelbarrow	4
3.	Shovel (Round Point)	5
4.	Garden Rake	6
5.	Post Hole Digger	2
6.	Cup Plunger	1
7.	10' Ladder (Straight, wood)	4
8.	5' Step Ladder (Aluminum)	4
9.	Hedge Trimmers	5
10.	Bow Saw	5
11.	Pruning Shears	5
12.	Pruning Saw	5
13.	PVC Cutter	5
14.	Carpet Cleaning Extractors	10

TECHNICAL EXHIBIT 8
WORK LOAD ESTIMATES
ACCOMPANIED

EQUIPMENT TO BE SERVICED (ACCOMPANIED)

FACILITIES TO BE MAINTAINED (ACCOMPANIED)

APPLIANCES

INSTALLED GOVERNMENT CARPET (ACCOMPANIED)

INSTALLED VENETIAN BLINDS/MINI BLINDS, AND VERTICALS (ACCOMPANIED)

FIREPLACES (ACCOMPANIED)

SMOKE / CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHERS
(ACCOMPANIED)

FIRE ALARM SYSTEMS INVENTORY SHEET

EMERGENCY LIGHTING SYSTEMS AND FIRE EXTINGUISHERS

PLAYGROUND EQUIPMENT (ACCOMPANIED)

HOUSING AREA PLAYGROUND AND RECREATION AREAS

INDEX (Continued)

WORK LOAD ESTIMATES

ACCOMPANIED

STREET SWEEPER (ACCOMPANIED)

SIGNS AND SIGN POSTS (ACCOMPANIED)

STREETCURB AND GUTTER REPAIR (ACCOMPANIED)

DRAPERY/DRYCLEANING (ACCOMPANIED)

WATER REMOVAL (ACCOMPANIED)

WORK LOAD ESTIMATE
EQUIPMENT TO BE SERVICED
ACCOMPANIED HOUSING

HSG AREAS	HVAC	W/H	Flash Heaters	Furnace	Coolers	Garage Door Openers	Backflow Preventers	Total Units
A	0	100	0	100	100	0	0	300
B	105	319	0	214	214	105	105	1062
C	0	403	0	403	449	0	0	1255
E	0	100	0	100	100	0	0	300
F	0	468	0	468	468	1	0	1405
G	0	236	0	236	236	0	0	708
H	18	56	0	56	56	18	0	204
I	161	161	0	0	0	161	0	483
6691	0	1	0	2	2	0	0	5
6693	0	1	0	1	1	0	0	3
6696	2	0	3	0	0	0	0	5
TOTAL	286	1845	3	1580	1626	285	105	5730

FREQUENCY:

The activation/deactivation of Heater/Cooler will be at the discretion of the Base CO; this will normally be dependent on the weather.

Cooler turn on will normally occur between 1 April and 30 April.

Heater Shut down will normally occur between 1 June and 30 June.

Heater turn on will normally occur between 1 September and 30 September.

Cooler shut down will normally occur between 1 October and 31 October.

NOTE: Medical Exemption: If the occupant has a medical exemption, the contractor shall turn on and off heating and air conditioning systems at the occupant's request. Response time to occupants with medical exemptions shall be the same as for emergency service calls for heating and air conditioning/coolers. There is a variation of 10–20 portable A/C units located throughout housing for medical reasons.

NOTE: Garage Door Openers will be installed at all new housing units. A project exists to install units at existing homes during the course of this contract.

NOTE: Backflow preventers require annual maintenance inspection.

NOTE: These dates are subject to change, and a five day notice will be given when directed by the QAE.

WORKLOAD ESTIMATE
FACILITIES TO BE MAINTAINED
ACCOMPANIED HOUSING

Area	Quantity	Avg Gross SF Per Unit	Date Constructed	Last Yr Renovated	Inspection Frequency
A	100	1446	1959/60	Partial/85	Change of Occupancy
B	105	1150	1999/2000	N/A	and
B	214	1150	1953	1982	Annually
C	381	1200	1953	1994-96	"
E	100	1222	1957		"
F	468	1300	1959	1987	"
G	236	1425	1959		"
H	18	1940	1959	1997/8/9	"
H	56	1570	1959		"
I	161	1100	1998	N/A	"

Garages

Quantity	Avg. Gross SF Per Unit	Date Constructed	Inspection Frequency
1191 B, F, G, H	316	51-60	COM and
*338 B, E, H	323	51-68; 1998	Annually

OTHER FACILITIES

Building Number	Avg. Gross SF Per Unit	Date Constructed	Inspection Frequency
6691	4000	1950s	Annually
6692	5620	1950s	Annually
6693	144	1950s	Annually
6694	2544	1950s	Annually
6696	3000	1993	Annually

***NOTE:** During the course of this contract some demolition/build is expected to occur in Accompanied Housing.

NOTE: Complete list of facility numbers will be provided at contract start date.

WORKLOAD ESTIMATES

IRRIGATION SYSTEM/IMPROVED AREAS

ACCOMPANIED HOUSING

INSPECT/REPAIR:

Auto Manual Irrigation Systems:

Area	Estimated Number of Housing Units With Irrigation Systems
Area A	30
Area B – Old Units	214
Area B - New Units	105
Area C	75
Area D Grounds maintenance and Irrigation systems maintained by another contractor	0
Area E	100
Area F	428
Area G	188
Area H	74
Area I All Automatic Timers	161

WORK LOAD ESTIMATE

APPLIANCES

EQUIPMENT TO BE SERVICED

ACCOMPANIED HOUSING

		GAS	Elect		Gas	Total Units
Dishwashers	1839					1839
Oven/Ranges		1806	34			1840
Washers		0		10		10
Dryers					10	10
Refrigerators				1840		1840
Drinking fountains	8					8

WORKLOAD ESTIMATE
INSTALLED GOVERNMENT CARPET
ACCOMPANIED HOUSING

LOCATION	DATE INSTALLED	Color	SY
5307 Palo Verde	Sep 96	Altamonte French Nougat #39170	201
5308 Palo Verde	Sep 91	Atlas, Essex House 6524	240
5312 Palo Verde	Sep 91	Atlas, Versailles 7409 Rodeo	201
5316 Palo Verde	Jul 95	Philadelphia Altamonte Briarwood	201
5314 Palo Verde	Sep 91	Atlas, Essex House 6524	201
5310 Palo Verde	Jul 91	Atlas, Brenton 7919 Farnam	201
7744 Travis	Aug 95	Altamonte Caramel Glaze #39173	201
5366 Sage	Nov 95	Philadelphia Altamonte Briarwood	201
5315 Palo Verde	Sep 98	Martha's Vineyard A32-Mocha Mist	188
5309 Palo Verde	Jul 96	Atlas, Brenton 7919 Farnam	188
5311 Palo Verde	Jul 97	Altamonte French Nougat #39170	188
5370 Sage	Apr 99	Twisted Twig (A-3), Galaxy New Visions #1823	188
Bldg 6696	Feb 93	Opal	330

Area I Housing

No of Bedrooms	Floor Plan	Quantity	SY	TOTAL SY
2 Bedroom	Floor Plan	44 units	86 SY	3784
3 Bedroom	Floor plan	94 units	127 SY	12018
4 Bedroom	Floor plan	17 units	159 SY	2703
5 Bedroom	Floor plan	6 units	176 SY	1056

Area B Housing

No of Bedrooms	Floor Plan	Quantity	SY	TOTAL SY
2 Bedroom	Floor Plan	18 units	86 SY	1548
3 Bedroom	Floor plan	78 units	127 SY	9906
4 Bedroom	Floor plan	9 units	159 SY	1431

WORKLOAD ESTIMATE
INSTALLED GOVERNMENT CARPET (Continued)
ACCOMPANIED HOUSING

It is anticipated carpeting will be installed in the following locations during the course of the contract.

LOCATION	SY
5313 Palo Verde	188
5317 Palo Verde	188
5318 Palo Verde	188
5319 Palo Verde	188
5320 Palo Verde	188
5368 Sage	188
5364 Palo Verde	188

WORKLOAD ESTIMATES

INSTALLED VENETIAN BLINDS/MINI BLINDS, AND VERTICALS

ACCOMPANIED HOUSING

Area	Number of Units	Estimated Number of Mini-Blinds	Estimated Number of Verticals
Area A	100	600	100
Area B	319	0	319
Area C	2A 62	248	62
	2B 70	350	70
	2C 70	350	70
	4A 11	77	44
	4B 4	36	16
	5A 2	33	4
	5B 3	36	6
	5C 1	12	1
Area E	100	1,000	100
Area F	468	4680	1404
Area G	236	2124	472
Area H	74	888	296
Area I	1A 30	240	30
	1B 28	228	56
	2A 46	368	92
	2B 34	476	68
	3A 17	170	17
	3B 6	90	12
TOTAL	1371	2761	558

WORKLOAD ESTIMATES

FIREPLACES

ACCOMPANIED HOUSING

LOCATION	Quantity
5307 Palo Verde	1
5308 Palo Verde	1
5309 Palo Verde	1
5310 Palo Verde	1
5311 Palo Verde	1
5312 Palo Verde	1
5313 Palo Verde	1
5314 Palo Verde	1
5315 Palo Verde	1
5316 Palo Verde	1
5317 Palo Verde	1
5318 Palo Verde	1
5319 Palo Verde	1
5320 Palo Verde	1
5364 Palo Verde	1
5366 Sage	1
5368 Sage	1
5370 Sage	1
Total	18

WORKLOAD ESTIMATES

SMOKE AND CARBON MONOXIDE DETECTORS AND FIRE EXTINGUISHERS

ACCOMPANIED HOUSING

Building # and or Housing Areas	Smoke Detectors, Battery Backup	Carbon Monoxide Detectors	Fire Extinguishers Dry Chemical
6691	8	1	0
6692	8	1	2
6693	12	1	2
6694	16	1	2
6696	12	1	1
1839 Units	1873	1839	1839

A minimum of one smoke detector and carbon monoxide detector in each unit.

Series circuit smoke detector units (electric battery backup) have been installed in renovated units in C-Area.

NOTE: Replace batteries in smoke detectors during heater turn-on.

NOTE: Replace carbon monoxide sensors bi-annually in odd numbered years.

WORK LOAD ESTIMATE

FIRE ALARM SYSTEMS INVENTORY SHEET
EQUIPMENT TO BE SERVICED

Building Number	Smoke Detectors	Heat Detectors	Fire Alarm Bells, Horns, Piezos, etc.	Manual Pull Stations	Annunciation Panels	Fire Alarm Control Panels
6696	3	0	8	2	1	1

WORK LOAD ESTIMATE

**EMERGENCY LIGHTING SYSTEMS AND FIRE EXTINGUISHER INVENTORY SHEET
EQUIPMENT TO BE SERVICED**

Building Number	Interior Lights with Battery Backup	Interior Exit Lights
6691	2	2
6692	0	0
6693	0	0
6694	2	2
6696	4	2
Total	8	6

WORK LOAD ESTIMATE
PLAYGROUND EQUIPMENT
EQUIPMENT TO BE SERVICED

ACCOMPANIED HOUSING

F Area Playground	Equipment	Quantity
	Swingset (2 bay w/ tot seats)	1
	Swingset (2 bay w/ belt seats)	1
	Swingset (Heavy Duty w/ belt seats)	1
	Play Structure (26 events)	1
	Play Structure (6 events)	1

C Area Playground	Equipment	Quantity
	Climbing Arch	1
	Slide	1
	Merry Go Round	1
	Swingset (3 swing)	1
	Swingset (6 swing)	1
	Jungle Gym w/slide	1
	Teeter Totter	1
	Climb on Train	1

WORK LOAD ESTIMATE
PLAYGROUND EQUIPMENT (Continued)
EQUIPMENT TO BE SERVICED

ACCOMPANIED HOUSING

G Area Playground	Equipment	Quantity
	Swingset (3 swing)	1
	Jungle Gym w/slide	1
	Large Slide	1
	Medium Slide	1
	Cross Bars	1
	Climbing Arch	1
	Rocking Horse	1
	Merry Go Round	1

H Area Playground	Equipment	Quantity
	Swingset (3 swing)	2
	Teeter Totter	1
	Merry Go Round	1
	Large Slide	1
	Small Slide	1
	Rocking Horses	2
	Cross Bars	1

I Area Playground (Enterprise)	Equipment	Quantity
	Play Structure 78	1
	Swingset	1

I Area Playground (Eagle Court)	Equipment	Quantity
	Wood Builders Play Structure	1
	Swingset	1
	Swingset (Heavy Duty)	1

I Area Playground (Blackbird)	Equipment	Quantity
	Play Structure	1
	Ten Station Fitness Center	1
	Swingset	2
	Swingset (Heavy Duty)	1

WORK LOAD ESTIMATE

**PLAYGROUND EQUIPMENT (Continued)
EQUIPMENT TO BE SERVICED**

ACCOMPANIED HOUSING

Mobile Home Playground	Equipment	Quantity
	Swingset (6 swing)	1
	Swingset (3 swing)	1
	Merry Go Round	1
	Jungle Gym w/slides	1
	Jungle Gym	1

B Area Playground	Equipment	Quantity
	Jungle Gym w/slides (Large)	2
	Swingset (4 swing)	1
	Jungle Gym w/rings	1
	Swingset (2 swing)	1

WORK LOAD ESTIMATE

HOUSING AREA PLAYGROUND AND RECREATION AREAS ITEMS TO BE MAINTAINED

ACCOMPANIED HOUSING

HOUSING AREA	Trash Cans	BAR-B-Q Grills	Picnic Tables	Drinking fountain	Benches	Pavilions	Wood or Metal	Sidewalk Lighting
B Playgrounds	6	3	8	3	8	1	Metal	18
C Playground	3	2	5	1	6	1	Metal	0
F Playground	6	3	9	2	6	3	Metal	6
G Playground	4	0	1	1	2	0	0	0
H Playground	3	1	5	1	4	1	Metal	0
I Playground	10	6	10	2	8	0	0	0
Mobile Home Playground	4	3	3		3	1	20'x20' WOOD	0
Area C Common	0	0	0		0	0	0	75 (Bollards)
Area I Common	0	0	0		0	0	0	50 (Lamp Posts)
Area B Common	0	0	0		0	0	0	15 (Lamp Posts)

WORKLOAD ESTIMATE

STREET SWEEPER

ACCOMPANIED HOUSING

Area	Estimated Curb Miles
Area A	4.9
Area B	6.6
Area C	4.7
Area E	1.2
Area F	6.2
Area G	3.8
Area H	1.5
Area I	0.8
TOTAL Accompanied	$31.7 \times 2 = 63.4$ Miles

WORK LOAD ESTIMATE
SIGNS AND SIGN POSTS
EQUIPMENT TO BE SERVICED

ACCOMPANIED HOUSING

Estimated Workload

Sign Type	Quantity
Traffic Sign Repair service calls	20 Per Year
Street Sign Repair service calls	10 Per Year
Name Plate Sign replacement	20 Per Year
Install new Sign and Sign Posts	5 Per Year

Location and Quantity

	A Area	B Area	C Area	D Area	E Area	F Area	G Area	H Area	I Area	Mobile Home Playground	Total Signs of each type
Stop Signs	20	18	9	0	0	14	7	0	2	14	84
Yield Signs	11	0	9	2	0	19	15	0	10	0	66
Crosswalk Signs	6	0	0	0	0	0	0	0	2	0	8
R (Right) One Way Signs	0	26	9	0	0	0	0	0	0	0	35
L (Left) One Way Signs	0	26	9	0	0	0	0	0	0	0	35
15 MPH Signs	0	9	3	4	0	7	4	0	2	2	31
No Parking Signs	0	0	43	0	0	0	0	0	0	0	43
Bus Stop Signs	0	0	0	0	0	0	2	0	1	1	4
Playground Signs	0	0	0	0	0	0	2	0	0	4	6
Blind Person in Area Signs	0	0	2	0	0	0	0	0	0	0	2
Dead End Signs	0	0	0	0	0	0	0	0	1	2	3
Slow Children Playing Signs	0	0	0	0	0	0	0	0	2	0	2
Neighborhood Watch Signs	0	0	0	0	0	0	0	0	3	0	3
Dip Signs	0	0	0	0	0	0	0	0	0	2	2
Do Not Enter Signs	0	2	0	0	0	0	0	0	0	0	2
Chief Signs	0	0	0	0	0	36	0	0	0	0	36
O-6 Signs	0	0	0	0	0	0	0	20	0	0	20
T Sign	0	0	0	0	0	0	0	0	2	0	2
Reclaimed Water	0	0	0	0	0	0	0	0	24	0	24
Street Names	14	27	34	0	8	32	21	11	13	13	173
End of Street	0	0	0	0	0	0	0	0	1	0	1
Total Signs for Housing Area = 582 Signs											

Note: Most yield signs will be made into stop signs

STREETCURB AND GUTTER REPAIR

ACCOMPANIED HOUSING

Type	Quantity
Asphalt Pavement Repair	5000 SF
Concrete Curb and Gutter Repair	200 LF

WORKLOAD ESTIMATES

DRAPERY/DRYCLEANING

ACCOMPANIED HOUSING

Location	Quantity
5308 Palo Verde	8 Panels, est. 72 in wide x 84 in length, ea. panel.

WATER REMOVAL

ACCOMPANIED HOUSING

UNITS WITHOUT CARPET (YEARLY)	UNITS WITH CARPET (YEARLY)
3	12